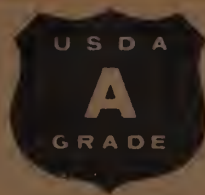
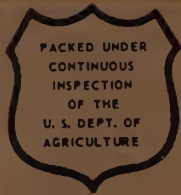


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FOOD SAFETY AND QUALITY SERVICE PROGRAM PLAN: FISCAL YEAR 1980



Food Safety
and Quality
Service

United States
Department of
Agriculture

Washington, D. C.
20250
October 1, 1979

**FOOD SAFETY AND QUALITY SERVICE
PROGRAM PLAN: FISCAL YEAR 1980**

**UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND QUALITY SERVICE
WASHINGTON, D.C. 20250**

ABSTRACT

This report provides information on the Food Safety and Quality Service programs for fiscal year 1980. It spells out the goals, objectives and expected accomplishments, and the resources (person-years and dollars) planned to achieve them. The resources are delineated by program areas and activities and aggregated to an Agency-wide basis.

Memorandum

TO : Senior FSQS Employees

DATE:

FROM : Donald L. Houston
Administrator

SUBJECT: Food Safety and Quality Service Program Plan: Fiscal Year 1980

Enclosed for your information is a copy of the Food Safety and Quality Service (FSQS) Program Plan for Fiscal Year 1980. This is the first of what will be annual overall program planning documents for the Agency. This plan was developed as of October 1, 1979 and has been available in draft form for use by my immediate staff since that time. The printed copies, however, have just been received from the publisher. Henceforth, we will strive to have copies of the annual publication available for distribution to you during the first month of the new fiscal year (i.e., October 1980).

The plan indicates what each major program component of FSQS has proposed for the fiscal year. FSQS program managers have described their particular responsibilities and set goals for themselves. The responsibilities derive from the laws and regulations administered by the Agency. The goals are designed to meet the overall responsibilities of FSQS and to carry out the policies of this Administration. The proposed objectives and accomplishments and their associated resource allocations are the consensus of the senior managers of FSQS and their program staffs as to how they plan to realize their respective goals. Proposed resource allocations are aggregated for the Agency and major program areas, and are delineated by planned objectives and accomplishments for the program activity level of management.

In addition to serving as a management tool, this FSQS Program Plan provides a ready reference to those employees and the general public who are interested in the inner workings of the Agency.

We would appreciate receiving your comments concerning this or the forthcoming FSQS Program Plan for Fiscal Year 1981. Address your comments to:

Leo R. Gray, Acting Director
Program Planning and Evaluation Division, PPPS
Food Safety and Quality Service, USDA
6525 Belcrest Road, Room 667
Hyattsville, MD 20782
Phone (301) 436-7840

Enclosure

TABLE OF CONTENTS

Section	Page
I. INTRODUCTION.....	1
Purpose of the Planning Process.....	3
Use of the FY 1980 Plan.....	3
Definitions.....	5
Exhibit.....	7
II. FSQS SUMMARY.....	9
III. COMMODITY SERVICES.....	17
Office of the Deputy Administrator.....	19
Food Quality Assurance Division.....	21
Fruit and Vegetable Quality Division.....	24
Meat Quality Division.....	29
Poultry and Dairy Quality Division.....	32
IV. COMPLIANCE.....	35
Office of the Deputy Administrator.....	37
Evaluation and Enforcement Division.....	40
Meat and Poultry Standards and Labeling Division.....	44
Planning and Analysis Division.....	46
Regulations Coordination Division.....	49
V. MEAT AND POULTRY INSPECTION.....	51
Office of the Deputy Administrator.....	53
Program Management Support Staff.....	57
Field Operations.....	65
Federal/State Relations Staff.....	68
Foreign Program Division.....	71
Regional Operations.....	75
Technical Services.....	82
Facilities, Equipment, and Sanitation Division.....	85
Industrial Engineering and Data Management Division...	88
Processed Products Inspection Division.....	91
Program Training Division.....	96
Slaughter Inspection Standards and Procedures Division	101
Technology Assessment Division.....	105

VI. SCIENCE.....	107
Office of the Deputy Administrator.....	109
Chemistry Division.....	114
Field Service Laboratories Division.....	119
Food Ingredient Assessment Division.....	122
Mathematics and Statistics Division.....	126
Microbiology Division.....	128
Pathology and Epidemiology Division.....	133
Residue Evaluation and Surveillance Division.....	137
VII. ADMINISTRATIVE MANAGEMENT.....	141
Office of the Deputy Administrator.....	143
Executive Secretariat.....	146
Administrative Services Division.....	149
Budget, Planning and Evaluation Division.....	152
Finance Division.....	157
Management Improvement Division.....	161
Personnel Division.....	166
Labor-Management Relations Staff.....	169
VIII. EQUAL EMPLOYMENT OPPORTUNITY.....	175
IX. INFORMATION AND LEGISLATIVE AFFAIRS.....	181
X. POLICY STUDIES AND PUBLIC PARTICIPATION.....	191
XI. GLOSSARY.....	201

SECTION I
INTRODUCTION

INTRODUCTION

Purpose of the Planning Process

The purposes of this Fiscal Year (FY) 1980 Planning Process for the Food Safety and Quality Service (FSQS) are to set program priorities for the year and to keep management informed of the direction, goals, objectives and accomplishments of program areas. The plan will also help management keep abreast of needs and interactions among program areas during the year. Several features designed into the plan that merit particular attention are as follows:

- The Plan presents goals, objectives and accomplishments for each program area in FY 1980.
- Program activity Directors and their staffs have identified policy issues, specific legislation and public participation actions that they suggest be discussed by the Administrator's staff during the year.
- They have also indicated special assumptions that affect achievement of certain activity objectives so that managers can be sensitive to prospective influences.

Use of the FY 1980 Plan

This FY 1980 planning document is the result of the FSQS Planning Process. The Plan provides information that will be helpful to management in evaluating achievement of program priorities and in quarterly reviews of progress with the Administrator. This FSQS Program Plan is organized by major program areas of the Agency and their respective major program activities, namely:

<u>Program Area</u>	<u>Program Activity</u>
Commodity Services	Office of the Deputy Administrator Food Quality Assurance Division Fruit and Vegetable Quality Division Meat Quality Division Poultry and Dairy Quality Division

Compliance

Office of the Deputy
Administrator
Program Services Staff
Evaluation and Enforcement
Division
Meat and Poultry Standards and
Labeling Division
Planning and Analysis Division
Regulations Coordination
Division

Meat and Poultry Inspection

Office of the Deputy
Administrator
Program Management Support
Staff
Office of the Assistant Deputy
Administrator for Field
Operations:
Federal/State Relations Staff
Foreign Program Division
Regional Operations
Office of the Assistant Deputy
Administrator for Technical
Services:
Facilities, Equipment and
Sanitation Division
Industrial Engineering and
Data Management Division
Processed Products Inspection
Division
Program Training Division
Slaughter Inspection
Standards and Procedures
Division
Technology Assessment
Division

Science

Office of the Deputy
Administrator and Program
Services Staff
Chemistry Division
Field Service Laboratories
Division
Food Ingredient Assessment
Division
Mathematics and Statistics
Division
Microbiology Division
Pathology and Epidemiology

Division
Residue Evaluation and
Surveillance Division

Administrative Management

Office of the Administrator
Office of the Deputy
Administrator
Executive Secretariat
Administrative Services
Division
Budget, Planning and
Evaluation Division
Finance Division
Management Improvement Division
Personnel Division
Labor-Management Relations
Staff

Policy Studies and Public
Participation

Policy Studies Unit
Public Participation Unit

Information and Legislative
Affairs

Equal Employment Opportunity

Each section in this book contains an abstract of the program area and its overall program goals for FY 1980. The sections are further subdivided by program activities that include activity leader, abstract, objectives and accomplishments planned for FY 1980. The accomplishments are further expressed in tabular form in terms of: Quarter completed, resources planned (both person years and dollars), and suggested actions that pertain to policy issues, legislation and public participation. Special assumptions that could affect achievement of an objective or accomplishment are shown as footnotes. An example of an objectives and accomplishments table appears as an Exhibit in the last page of this section.

Definitions

Terms used in the structure of this document are defined below:

1. Program area - The spectrum of organizational activities that are the responsibility of each Deputy Administrator or staff officer who reports directly to the Administrator. Program areas comprise the major organizational elements through which agency activities are accomplished.

2. Program activity - Generally refers to organizational divisions or staff units within the program area. If a particular group or staff unit is to be highlighted as a significant part of the program area, then it is also considered as a program activity.
3. Program goal - Major category of broad management control for executing broad aspects of individual missions for each program area.
4. Activity objective - Specific category of management control for executing broad aspects of assigned goal by each program activity.
5. Activity accomplishment - Specific management groupings for executing measurable program assignments within an objective.
6. Quarter completed - Indicates the quarter(s) of the fiscal year in which the objective or accomplishment is planned for completion (I, II, III or IV). If an objective or accomplishment is not expected to be completed during the fiscal year, it is considered "ongoing".
7. Resources planned - Refers to projected levels of person years and dollars required to realize the stated objectives and accomplishments. Person years refers to estimates of full time, part time and overtime hours worked adjusted to an annual full-time equivalent.
8. Suggested action - Refers to items that need to be brought to the administrator's attention for approval in FY 1980 concerning policy issues, legislation and public participation.
9. Special assumptions - Referenced as footnotes, they consider support from outside the program activity that must be available for the activity to achieve its objective (or specific accomplishment). Also, such assumptions could represent changes that impact on FSQS but come from outside the agency and are beyond the control of the program activity.

EXHIBIT

EXAMPLE OF FORMAT, WITH EXPLANATORY NOTES, FOR FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS

Quarter completed indicates the quarter(s) of the fiscal year in which the objective or accomplishment is planned for completion.

Resources planned refers to projected levels of full-time equivalent person-years and dollars required to realize the stated objective or accomplishment.

Suggested Action refers to items, concerning policy issues, legislation and/or public participation, that need to be brought to the Administrator's attention for approval in FY 1980.

Objectives and Accomplishments	Quarter Completed	Resources Planned		Suggested Action 1/	
		Person-Years	Dollars (000)	Policy Issues	Legislation
Objective 1 - Agency Budget					
Accomplishment 1 - Presentation	I	2	62		X <u>2/</u>
Accomplishment 2 - Justification	III	2	62		X <u>2/</u>
Accomplishment 3 - Formulation	IV	3	92		X <u>2/</u>
Objective 2 - Zero-base					
Accomplishment 1 - Develop	IV	3	92	X <u>3/</u>	
Accomplishment 2 - Simplify	III	1	31		
Accomplishment 3 - Structure	III	1	31		
Objective 3 - Control 4/					
Accomplishment 1 - Financial Plans	I	1	31		
Accomplishment 2 - Funds control	IV	2	61		
Accomplishment 3 - Status Reports	Ongoing	5	154		
Accomplishment 4 - Budget Schedules	I	1	31		
Objective 4 - Planning & Evaluation					
Accomplishment 1 - Review Plans	I, II, III, IV	2	61		
Accomplishment 2 - Evaluation	IV	1	31		
Objective 5 - Miscellaneous		<u>2</u>	<u>61</u>		X <u>5/</u>
TOTAL		26	800		

1/ No action is suggested for public participation.

2/ Appropriation Acts for FSQS budget.

3/ Identify policy alternatives for the zero-base budget.

4/ Assumes the National Finance Center will have fully operating accounting system.

5/ To be identified during FY 1980, as appropriate.

Special assumptions, references as footnotes, consider support from outside the program activity that must be available for the activity to achieve its objective (or specific accomplishment).

SECTION II
FSQS SUMMARY

FSQS SUMMARY

The Food Safety and Quality Service (FSQS) was created by Secretary Bergland in March 1977, to provide a unified administration for the United States Department of Agriculture's (USDA) regulatory activities in the areas of food safety and quality. The formation of FSQS brought together in a single agency, the meat and poultry inspection program, formerly part of the Animal and Plant Health Inspection Service, and the food grading and purchase programs, formerly carried out by the Agricultural Marketing Service.

The formation of FSQS joined together a number of different programs under the same roof, but it did not automatically create a unified and coherent management structure. Development of such a structure has been one of the primary objectives of the agency since its inception, and to a large extent, it is a continuing process. The plan is one of several measures now being employed to improve the coordination of various agency activities. The plan describes the actions to be taken by each program, and their implications. It lays out in explicit fashion the resources planned for each action in terms of people and money.

The FSQS Plan for Fiscal Year (FY) 1980 describes what each component of the Agency plans to do during the fiscal year. Each FSQS program has described its particular responsibilities and set goals for itself. The responsibilities derive from the laws administered by FSQS. The goals generally originate from the programs themselves, but they are designed to meet the overall responsibilities of the agency and to carry out the policies of this administration. The goals and objectives that appear in the plan are the consensus of the program staffs and the Senior Managers of FSQS.

The need for a comprehensive, unified plan, published annually, should be evident from even a cursory reading of the 1980 Plan. FSQS is a large agency nearly 13,600 full-time equivalent person-years, with diverse programs and objectives, and an annual budget of almost \$1 billion, including commodity purchases - Agency resources planned for FY 1980 are summarized in table 1. The Agency is responsible for meat and poultry inspection, egg products inspection, voluntary grading of meat and meat products, poultry and poultry products, shell eggs, fresh and processed fruits and vegetables, and commodity purchases for the domestic food assistance programs, including school lunch, child care and elderly feeding programs. FSQS also helps coordinate standardization specifications and achieve quality assurance for all food purchases of other Federal departments such as the Department of Defense and the Veterans Administration.

TABLE 1. - FSQS RESOURCES PLANNED: FY 1980

Program Area	FY 1980 Resources			
	Person-Years 1/		Dollars (Million)	
	Planned	Percent	Planned	Percent
<u>FSQS</u>				
1. Commodity Services 2/	2,241	16	63.5 <u>3/</u> 4/	18
2. Compliance	184	1	5.3	1
3. Meat & Poultry Inspection	10,377	76	256.8 <u>3/</u> 4/	72
4. Science	351	3	12.8	4
5. Administrative Management 5/	362	3	15.0 <u>3/</u> 4/ 6/	4
6. Policy Studies and Public Participation	11	7/	.7	7/
7. Information and Legislative Affairs	51	7/	2.1	7/
8. Equal Employment Opportunity	7	7/	.3	7/
Total	13,584	100	356.5	100

1/ Full-time equivalent.

2/ Does not include commodity purchases.

3/ Includes reimbursable funds, additional requested funds above those budgeted, and additional resources planned as indicated by the program area. Resources above those budgeted are subject to approval.

4/ Includes trust funds as follows: Commodity Services \$49,115,000; Compliance \$129,000; Meat and Poultry Inspection \$624,000; and Administrative Management \$4,013,000.

5/ Includes the Office of the Administrator.

6/ Does not include \$13,904,000 central support and \$2,441,000 reimbursable funds.

7/ Less than one percent.

The FSQS Plan describes in some detail what the various parts of the agency will be doing for the next year. One of the most frequent complaints about many Federal agencies is that the right hand does not know what the left hand is doing. At the most basic level, the FSQS Plan for Fiscal Year 1980 should be a useful compendium. An employee in one part of this large agency will be able to find out readily the principal activities and concerns of employees in other parts of the agency.

The FSQS Plan will also serve as an important reference work for consumers and agricultural producers who are affected by the agency's actions. The Meat, Poultry and Egg Products Inspection Acts administered by FSQS protect consumers by making sure they do not receive unwholesome or adulterated products. These laws also protect producers by making sure no one gains an unfair economic advantage by putting less than wholesome or improperly branded products on the market. Standardization and grading programs of FSQS also serve both producers and consumers by setting a uniform language of trade that can be used across the country. FSQS commodity purchases programs help support commodity prices on the one hand, and facilitate the distribution of needed food to school children and the elderly on the other.

This FSQS Plan provides a reference for agency employees, consumers and producers, but it is also intended to serve as a management tool. By establishing objectives for each of the various programs, the plan provides the means for evaluating the agency's performance during the course of the year; objectives will be reviewed quarterly by the Deputy Administrators and the Administrator. The plan should also facilitate comparisons among programs, and thereby provide the means for coordinating and integrating a rather broad spectrum of activities.

While it is not possible to abstract all of the activities described in the FSQS Plan for Fiscal Year 1980, a general theme does emerge. The overriding goal of the agency is to carry out effectively those programs whose importance to the well-being of Americans has been demonstrated, and to minimize their costs to taxpayers. In keeping with the Administration's goal of reducing the burden of government, FSQS is engaged in an agency-wide effort to control costs, increase productivity, and develop innovative and more efficient approaches to regulation. Among the highlights of the FSQS Plan for Fiscal Year 1980 are:

- Further several important initiatives in poultry inspection. In FY 1979 FSQS introduced a new inspection technique known as modified traditional inspection (MTI). Under MTI, an inspector uses a mirror to examine part of a

poultry carcass. Using this technique reduces the time required for inspection, and increases industry productivity (which is tied to inspection time). During 1980 FSQS hopes to implement two other streamlined methods of poultry inspection - sequenced inspection and hands-off inspection. These techniques should further increase operational efficiencies, help control program costs and increase industry productivity. Such gains are especially important during a time of tight government budgets and rising food costs. The new techniques will also provide at least the same level of consumer protection as present methods.

- Further develop the use of quality control in processing inspection. Conceptually, quality control is a fundamentally new approach to inspection coverage. In September 1979, FSQS published a proposal that would permit meat and poultry processing plants to develop USDA approved quality control plans. Under such quality control plans, plants would voluntarily assume greater responsibility for assuring that their products, facilities and equipment comply with Federal standards. The role of FSQS inspection personnel would become, to a large degree, one of investigating the adequacy of plant quality control. The adoption of USDA approved quality control programs would be voluntary under the current proposal and only a limited number of plants are expected to be involved. Depending upon the evaluation of the voluntary quality control program, FSQS may also seek legislative changes in FY 1980 that would make possible a more comprehensive system of quality control throughout industry. It now appears that industry-operated quality control programs are the best long-term guarantee for maintaining a high level of inspection coverage in the face of rising costs and an increasingly complex industry.

- Strengthen the Science program by applying savings gained from the development of more efficient inspection techniques. In the past several years, the presence of potentially harmful chemical residues in our food supply has become a matter of growing concern. In response to the concern expressed by public health officials and the Congress, FSQS has stepped up its efforts to assure that harmful residues are eliminated from meat and poultry products. Residues in meat and poultry can result from several different sources. Farm animals can be exposed to agricultural chemicals such as pesticides, insecticides, or herbicides. The improper use of veterinary drugs and medicated feeds can also lead to the presence of chemical residues in meat or poultry. Still another source is industrial accidents involving animal feeds or the environment where food animals are raised.

When residues do occur, they are often difficult to detect because detection requires costly and time-consuming laboratory analyses. The success of the FSQS residue control program depends upon the development of better, faster, and more reliable analytical methods. For this reason, FSQS will be devoting more of its resources to enlarging its science laboratory capabilities, increasing the number and range of tests, and accelerating the development of analytical screening methods suitable for regulatory work.

- A major initiative in food labeling will be undertaken. FSQS intends to propose a number of new food labeling regulations based on a series of public hearings held jointly with the Food and Drug Administration (FDA), and the Federal Trade Commission (FTC) in the fall of 1978, and subsequent comments. These public hearings were held to learn what information consumers wanted on food labels. These proposed regulations will require labels to provide consumers with more information on the nutritional quality and content of food. Such labeling information may include listing of substances--such as salt and sugar--that may affect their health, the relative freshness of food, and better, more understandable information in other areas about which consumers have expressed concern.

- Propose a final resolution of the net weight issue. This issue, which is of direct concern to state and local weights and measures officials as well as consumers, has been around for a number of years. In December 1977, FSQS published a proposed regulation to require the drained weight of meat and poultry products to be at least equal to the weight declared on the package. (Drained weight equals the total weight of the packaged product minus the packaging material and free liquid.) A recent study by the Department's Economics, Statistics and Cooperative Service (ESCS) found that a drained weight system provides the consumer with more accurate information, but with no particular economic advantage when compared with other systems. Following a comment period on the ESCS study, FSQS will publish a revised net weight proposal.

- Perform a comprehensive review of all FSQS regulations for understandability, duplication and economic efficiency. This review, conforms with President Carter's Executive Order 12044 - titled: Improving Government Regulations. It will be conducted by a special task force representing the various programs within the agency.

- Purchase commodities for the domestic food assistance programs, including the school lunch, child care, and elderly feeding programs. In FY 1979, the agency purchased approximately \$440 million worth of commodities for these programs. During this fiscal year, the agency will purchase an even larger amount, because the number of meals served in the child nutrition and elderly feeding programs is expected to increase. One of the significant changes in the purchase plan for the coming year will be a reduction of at least 25 percent in the tonnage of beef purchased. This reduction is in response to high beef prices and the availability of other high quality protein commodities.

- Develop criteria for improvement in the quality grading of meats. FSQS will focus on the development of more objective methods to carry out this activity. This will involve primarily the selection and testing of objective analytical instruments to measure marbling (intramuscular fat) in beef carcasses. Such an instrument should improve the confidence of industry and consumers in meat grade standards.

- Conduct an intensive study of the usefulness of quality grades to consumers, and where deemed appropriate, implement changes in the grading system. FSQS provides a voluntary grading service to industry not only for meat, but also for poultry, eggs, butter, cheese, fruits and vegetables. The grading system was originally developed as marketing tools to provide a consistent barter language for wholesale buyers and sellers. However, some grading information has been available to consumers on a few products in food stores. The present system of grading information may be ill suited to the consumers' needs or not easily understood since it was developed for another purpose. Grade names for example, both within and across commodity lines are so diverse that they could be confusing to consumers. The development of an improved grading system for consumers use is now one of the top priorities within FSQS. Before deciding on any changes, FSQS is conducting a series of consumer studies and public hearings and will encourage other forms of public participation as part of this review.

The sections that follow describe the full mosaic of FSQS activities for the coming year. As the year progresses there may be some shifts in emphasis, perhaps even significant modifications. If a plan is to be truly useful, it cannot be carved in stone. New problems will arise. A major purpose for having a plan is to help the agency accommodate change. This document is intended to serve that purpose as well.

SECTION III
COMMODITY SERVICES

FY 1980 PROGRAM AREA PLAN FOR COMMODITY SERVICES

PROGRAM LEADER: Eddie Kimbrell

PROGRAM ABSTRACT:

Part of the mission of the Commodity Services Program is to plan, formulate, and coordinate policies, and to direct the administration of the standardization, quality inspection, and grading of dairy and dairy products, fresh and processed fruits and vegetables, meat and meat products, poultry and poultry products, shell eggs, egg products, rabbits and miscellaneous commodities as authorized by the Agricultural Marketing Act of 1946. Egg products inspection and shell egg surveillance are conducted under the Egg Products Inspection Act of 1970. The Commodity Services Program mission also involves commodity purchasing services that are conducted under Section 6 of the National School Lunch Act of 1946, Section 32 of the Act of August 24, 1935, and other legislative authorities; and administration of the government-wide food quality assurance program.

The government-wide food quality assurance program activity develops, coordinates, monitors, and approves Federal food procurement specifications and monitors amendments to food purchase contracts. This program serves as the liaison with GSA on Federal food specification matters.

It is the function of this program area to participate with the Administrator and other agency officials in the overall planning and formulation of all policies, programs, and activities of FSQS oriented to the Nation's agricultural and consumer protection needs.

The Commodity Services program conducts periodic reviews and evaluations of field programs to measure the effectiveness of existing standards, specifications, and procedures, and it develops and coordinates field testing of new or revised procedures.

This program also receives and refers to the Compliance Program recommendations to withdraw services, and it conducts inspection of imported egg products proposed for entry into U.S. commerce.

PROGRAM GOALS:

1. To conduct voluntary commodity inspection and grading:
Provide 90 percent of service requests within 24 hours;
adjust fees and bring uniformity to commodity inspection and grading charges where warranted; and implement changes in program actions to assure integrity of grade and grade marks.

2. To inspect all egg products being used for human food and formalize arrangements for sharing residue information with Science and Meat and Poultry Inspection (MPI).
3. To modify the Commodity Purchase Program so as to: increase participation of disadvantaged firms by 50 percent over FY-1979; purchase commodities for regional distribution on a trial basis during the fiscal year; and evaluate appropriated funding in place of section 32.
4. To fully staff the Food Quality Assurance Division, establish specification management procedures, and coordinate specifications review.

TABLE 2 COMMODITY SERVICES PROGRAM AREA:
RESOURCES PLANNED FOR FY 1980

Program Activity	FY 1980 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Deputy Administrator	6	<u>1</u> /	165	<u>1</u> /
Food Quality Assurance Division	34	2	1,655	3
Fruit & Vegetable Quality Division	780	35	22,612	36
Meat Quality Division	637	28	17,095	27
Poultry and Dairy Quality Division	784	35	22,017	34
Total Program Area	2,241	100	63,544 <u>2</u> /	100

1/ Less than 1 percent

2/ Does not include \$1,256,000 payment to the Agricultural Stabilization and Conservation Service. Also excluded are monies for the Commodity Purchases Program.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE FOOD QUALITY
ASSURANCE DIVISION

ACTIVITY LEADER: John M. Wyatt

ACTIVITY ABSTRACT:

On July 29, 1977, the Administrator for Federal Procurement Policy in the Office of Management and Budget approved an Executive Branch Plan for a Government-wide Food Quality Assurance Program for foods procured by Federal agencies. The U.S. Department of Agriculture accepted responsibility for implementing this Plan. In turn, on July 18, 1978, Secretary Bob Bergland assigned responsibility for this Program to the FSQS.

The Food Quality Assurance Division develops and maintains Federal standardization documents and quality assurance policies and procedures for all food (except seafood) procured by Federal agencies. Active management is intended to reduce duplication, complexity and restrictiveness of Government procurement documents as well as to lead toward the procurement of more commercial-type food items. The program was funded through a supplemental appropriation signed into law on March 7, 1978. The authority to manage Standardization Documents in Food Supply Group 89 - Food was established through a Delegation of Authority with the General Services Administration.

ACTIVITY OBJECTIVES:

1. Develop, implement, and refine an efficient and effective management system for Federal food standardization documents.

Accomplishment 1: Development, implementation, and refinement of intra-agency (FSQS, USDA) policies, procedures, and mechanisms for program management.

Accomplishment 2: Development, implementation, and refinement of interagency policies, procedures, and mechanisms for program management.

Accomplishment 3: Establishment of uniform criteria for Food standardization documents review.

2. Review and assess of food standardization documents used by Federal agencies to procure the 50 food items representing the largest dollar procurements.

Accomplishment 1: Identification of the 50 food items representing the largest dollar procurements.

Accomplishment 2: Review of the 50 standardization documents for duplication, restrictiveness to bid competition, regulations, standards, and the like.

Accomplishment 3: Coordination of recommendations for uniform Federal food standardization documents.

3. Standardize at least 15 to 20 documents within the Federal Government for food items representing the largest dollar procurements.

Accomplishment 1: Coordinate the preparation of 15 to 20 uniform standardization documents for food items representing the largest dollar procurements.

Accomplishment 2: Coordinate interagency approval of the 15 to 20 uniform standardization documents.

TABLE 3. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS: FOOD QUALITY ASSURANCE DIVISION

Objectives and Accomplishments <u>1/</u>	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1 - Establish Management Systems			
Accomplishment 1 - Intra-agency Policies <u>2/</u>	II	2	97
Accomplishment 2 - Interagency Policies <u>2/</u>	III	3	146
Accomplishment 3 - Establish Criteria <u>2/</u>	IV	3	146
Objective 2 - Assess 50 Food Standardization Documents			
Accomplishment 1 - Identify 50 Items <u>2/</u>	III	3	146
Accomplishment 2 - Review 50 Specif. <u>2/</u>	Ongoing	7	342
Accomplishment 3 - Coordinate Recommendations <u>2/</u>	IV	2	97
Objective 3 - Standardization of 15 Documents			
Accomplishment 1 - Coordinate uniform documents for 15 - 20 items <u>2/</u>	IV	8	389
Accomplishment 2 - Coordinate inter-agency approval of 15 - 20 documents <u>2/</u>	IV	<u>6</u>	<u>292</u>
TOTAL		34	1,655

1/ No actions suggested for policy issues, legislation or public participation.

2/ All participating agencies must agree that these documents should be standardized and accept the documents once standardized.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE FRUIT
AND VEGETABLE QUALITY DIVISION

ACTIVITY LEADER: Jacob J. Vollman

ACTIVITY ABSTRACT:

The Fruit and Vegetable Quality Division (FVQD) is responsible for conducting grading and standardization programs for fresh and processed fruits and vegetables, edible tree nuts, peanuts, raisins, and miscellaneous related products. The FVQD also administers the commodity procurement program in which fresh and processed fruits and vegetables, corn syrup, and dry beans are obtained for distribution and used in child nutrition and other domestic feeding programs, including those for the elderly and needy families. The Division's programs and activities are shared in three Branches: Fresh Products Branch, Processed Products Branch, and the Commodity Procurement Branch.

The legal authority for grading and standardization activities is the Agricultural Marketing Act of 1946. The legal authority for commodity procurement derives from: Section 6 of the National School Lunch Act of 1946; Section 32 of Public Law 320; Section 4(a) of the Agriculture and Consumer Protection Act of 1973, as amended; and Section 707 of the Older Americans Act of 1965.

The FVQD grading activity provides inspection and grading services to shippers, processors, sellers, buyers (including Government procurement agencies) and other financially interested parties on a "user-pay fee" basis. Use of the service is voluntary and is made available only upon specific request or when specified by some special program or contract. The grading service for fruits and vegetables continues to fill a need in the marketing system for unbiased grading and certification. The FVQD also issues instructional material so that uniformity of inspection is maintained. Systematic review of product grading in the field is conducted by FVQD. The Division also uses collaborative samples and on-site checks to evaluate the performance of the Division laboratories which conduct complex analytical procedures on specified products. The FVQD also maintains liaison with the Food and Drug Administration, other Government agencies, and the scientific community with respect to official methodology and regulations affecting food grading.

The purpose of the standardization programs is to develop and improve grade standards for fresh and processed fruits, vegetables, nuts and miscellaneous assigned commodities. The

standards describe the requirements for each quality level of a commodity, and provide a yardstick for measuring quality which forms a basis for satisfactory trading. Also, the standards promote efficiency in marketing and procurement, as well as providing a basis for identifying the quality or grade of a commodity.

During Fiscal Year 1979, commodity procurement purchase operations consisted of the issuance of 78 specific Announcements and Invitations for mailing to vendors encompassing 33 mailing lists. Awards were made to 334 bidders who supplied 580 million pounds of product at a delivered cost of \$152 million. Also, diversion programs were conducted to remove approximately 12 million hundredweights of surplus fresh potatoes from normal trade channels. The diversion payments approximated \$24 million. Potatoes were diverted to starch plants and livestock feeders.

ACTIVITY OBJECTIVES:

1. Provide inspection and grading services to shippers, processors, sellers, and buyers of fruits and vegetables as required.

Accomplishment 1: Review, revise and issue changes and/or instructions to supplement existing regulations and procedures; also respond to specialized situations for needs of Department of Defense, School Lunch, and Veterans Administration.

Accomplishment 2: Based on requests from the industry, perform voluntary grading services on an estimated 85.8 billion pounds of fresh and processed fruits and vegetables, peanuts, tree nuts, dates, olives, raisins and other related products (categorized below) and perform 88,000 chemical analyses.

	<u>Billion Pounds</u>
Fresh Products	72.8
Processed Products	13.0
	<u>85.8</u>

Fresh product grading services at shipping point are performed by approximately 4,500 Federally licensed State employees who are supervised by 31 Federal supervisors. Terminal market work is performed by Federal graders and Collaborators. Processed Products grading services are performed by 750 revenue-producing agricultural commodity graders, including 44 Federally licensed State employees.

Classroom training by grading personnel represents approximately eight percent of the person years or a total of 57 person years.

2. Develop, review, and revise grade standards and purchase specifications for fruit and vegetable products.

Accomplishment 1: In FY 1980, it is anticipated that 28 U.S. standards will be revised, reviewed or developed. The Fruit and Vegetable Quality Division administers 304 U.S. Standards, including 153 for fresh products and 151 for processed products.

Accomplishment 2: 18 commodity grading instructions will be developed or revised. Visual aids will be developed or revised for 14 commodities.

The primary reason for revising or developing U.S. Standards for grades of certain fresh and processed fruits and vegetables and related products is to enhance the orderly marketing of these commodities. More specifically, such revisions are planned for FY 1980 for the following reasons:

1. Requests from the public, i.e., the affected industry, consumers, governmental buyers and/or brokerage firms;
2. Conversion of current U.S. grade standards for processed products into attributes-type standards, and the use of Cumulative Sum Sampling Plan (CuSum) procedures;
3. Accommodation of changes brought about by cultural practices (including planting of new varieties) and technological innovations such as mechanical harvesters, mechanical trimmers and automatic container fillers;
4. Elimination of dual grade nomenclature and adoption of grade designations "A", "B", and "C" in line with departmental policy for uniform grade nomenclature;
5. Accommodation of market or marketing changes such as demand for new styles and new packs, filled weight/draind weight requirements, grades for manufacturing, and reclassification of some quality factors;
6. Revision of standard of quality to conform with the FDA and/or Codex standard requirements;

7. Condensation of multiple grade standards into a single standard; and
 8. Accommodation of the Federal and State marketing agreement and order regulations.
3. Receive offers, analyze bids, and execute contracts for procurement of fruit and vegetable products for distribution to schools and other eligible outlets.

Accomplishment 1: Approximately 20 percent of the Commodity Procurement Branch's time is spent analyzing markets, determining program needs, and allocating available funds. An additional 40 percent of the time is required for making actual purchases, which includes receiving and accepting offers, formulating contract terms and conditions, determining volume of commodity to buy, specifying label and case marking requirements, time for setting delivery schedules, and maintaining mailing lists of product sources.

When offers are received, they are analyzed and decisions on awards made. In making purchases, attempts are made to negotiate contracts under Section 8(a) of the Small Business Act. Some commodities are set aside for procurement from small businesses only. In Fiscal Year 1980, the Division's goal for contracts with competitive small business firms is \$80 million. This compares with \$78 million in contracts actually awarded in FY 1979. The Division has established goals of \$1 million in contracts with minority and disadvantaged (Section 8a) firms, and \$2 million in contracts with minority competitive firms. The Division is actively seeking contracts with firms through extensive industry inquiries and personal contacts.

Accomplishment 2: During FY 1979, the Commodity Procurement Branch purchased approximately 580 million pounds of fresh and processed fruits, vegetables, and other miscellaneous food items for donation to eligible outlets at a cost of \$160 million.

Accomplishment 3: Approximately 35 percent of the Branch's activity is concerned with oral and written communications. Extensive telephone contacts are maintained with contractors and trade members, responding to their questions and solving operational problems.

Accomplishment 4: Both professional and clerical personnel undergo training, which accounts for about 5 percent of the Branch's activity.

TABLE 4. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
FRUIT, AND VEGETABLE QUALITY DIVISION

Objectives and Accomplishments <u>1/</u>	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1 - Grading			
Accomplishment 1 - Procedures <u>2/</u>	IV	1.5	42
Accomplishment 2 - Product examination <u>3/</u>	IV	739.5	21,216
Objective 2 - Standardization			
Accomplishment 1 - Standards	IV	15.0	571
Accomplishment 2 - Commodity Instructions	IV	9.0	333
Objective 3 - Commodity Procurement			
Accomplishment 1 - Planning	IV	3.0	90
Accomplishment 2 - Procurement	IV	6.0	180
Accomplishment 3 - Communications	Ongoing	5.0	150
Accomplishment 4 - Training	Ongoing	1.0	30
TOTAL		780.0	22,612

1/ No actions suggested for policy issues, legislation or public participation.

2/ Regulations governing inspection and certification of fresh and processed fruits, vegetables and related products encompass policy issues and public participation. Procedures relating to Branch notices, and notices and instructions are not policy issues nor is public participation required.

3/ Special Assumptions: a) The fruit and vegetable industry will continue to request grading and certification services, and b) employee ceilings will encompass adequate personnel to meet demand for services.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE MEAT QUALITY DIVISION

ACTIVITY LEADER: H. C. Kennett, Jr.

ACTIVITY ABSTRACT:

The Meat Quality Division administers and directs grading and standardization activities for meat and meat products as authorized by the Agricultural Marketing Act of 1946. The staff also conducts diversion, purchase, and export programs for meat products as authorized by Section 32 of the Act of August 24, 1935, Section 6 of the National School Lunch Act of 1946, and other legislative authorities. The nationwide grading program involves the official grading of meat according to Federal standards and upon requests of users. Meat products also are examined and certified for compliance with both Federal and non-Federal specifications for large-scale purchasers, including Federal, State and local Government units as well as commercial and private users. The standardization program involves the development, establishment, and revision of U.S. standards for classes and grades of meat and the development and revision of purchase specifications for meat products. The purchasing activity involves all aspects of the contracting function, including issuing purchase announcements and invitations, receiving offers, and executing and servicing contracts. The program normally involves weekly purchases of as many as three or four different meat products over a five-six month period. For all programs, regular reviews are conducted to evaluate program effectiveness and efficiency, and to monitor potential problem areas.

ACTIVITY OBJECTIVES:

1. Provide official grading services for meat, and examination and acceptance services for meat products as requested.

Accomplishment 1: Officially grade 14 billion pounds of meat in approximately 950 establishments.

Accomplishment 2: Examine and accept for compliance with purchase specifications 1.4 billion pounds of meat products.

2. Develop and maintain a comprehensive, up-to-date set of grade standards and purchase specifications for meat and meat products.

Accomplishment 1: Review and revise ten existing grade standards, incorporating objective measures whenever possible.

Accomplishment 2: Develop five new specifications, review 20 specifications, and revise ten specifications, adopting more objective procedures whenever possible.

3. Receive offers, analyze bids, and execute controls for meats, meat products, and fish for distribution to schools and other eligible outlets.

Accomplishment 1: Receive offers, analyze bids, and execute approximately 320 contracts for about 100 million pounds of meat and fish products.

Accomplishment 2: Increase by ten percent the value of products purchased under 8(a) contracts.

TABLE 5. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
MEAT QUALITY DIVISION

Objectives and Accomplishments <u>1/</u>	Quarter Completed	Resources Planned	
		Person- Years	Dollars (000)
Objective 1 - Grading Service <u>2/</u> Accomplishment 1 - Grading Accomplishment 2 - Acceptance	Ongoing Ongoing	370 246	9,900 6,600
Objective 2 - Standardization <u>3/</u> Accomplishment 1 - Standards Accomplishment 2 - Specifications	Ongoing	12	332
Objective 3 - Procurement Accomplishment 1 - Procurement Accomplishment 2 - 8a Contracts	IV IV	9	263
TOTAL		637	17,095

1/ No actions suggested for policy studies, legislation or public participation.

2/ Proportion of total hours worked by graders used to separate total resource for objectives by function; however, both functions handled by same individual(s).

3/ Written comments and public hearings, as appropriate, on rulemaking actions, when there are changes in standards.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE POULTRY AND DAIRY
QUALITY DIVISION

ACTIVITY LEADER: Larry W. Robinson

ACTIVITY ABSTRACT:

The Poultry and Dairy Quality Division (PDQD) administers and directs four programs: mandatory continuous inspection of egg products and the surveillance inspection of shell egg packers and hatcheries authorized by the Egg Products Inspection Act, enacted in 1970; voluntary inspection of egg products, shell eggs, rabbits and related products authorized by the Agricultural Marketing Act of 1946, as amended; stipulation of standards for dairy products, poultry, poultry products, shell eggs, egg products, and related products and the purchase and diversion programs for poultry and egg products, authorized under Section 32, and Section 6 of the National School Lunch Act and other legislative authorities.

PDQD staff also represents the Agency and the Department with Federal and/or State groups or agencies, and with other organizations relative to poultry and dairy quality program matters. In addition, the Division reviews and evaluates program operations to appraise effectiveness of policies and programs and to determine possible adjustments to overcome program difficulties.

Other division responsibilities include maintaining and developing relationships with trade and related groups for the purpose of obtaining policy and program recommendations; and recommending withdrawal of service actions.

ACTIVITY OBJECTIVES:

1. Assure that only those eggs and egg products that are wholesome, unadulterated, and properly packaged and labeled enter market channels.

Accomplishment 1: Maintain continuous inspection in egg products processing plants (approximately 155 shifts) in the United States. Approximately 925 million pounds of egg products will be inspected during the year.

Accomplishment 2: Carry out the surveillance portion of the Egg Products Inspection Act by inspecting shell egg packers and hatcheries. Approximately 20,000 inspections will be made during the year.

2. Assist in the marketing and production of commodities by providing voluntary inspection, grading, and other services upon request. To aid producers and consumers by providing a comprehensive set of poultry and dairy products quality standards. Also, to participate in the coordination of a comprehensive and uniformly applied Federal food procurement program

Accomplishment 1: Provide resident and nonresident grading/inspection services to all users requesting them. Estimated amounts of product that will be graded are: poultry and poultry products including rabbits, 14.8 billion pounds; and dairy products, 3.2 billion pounds. Additionally, approximately 3,800 dairy plant inspections will be made.

Accomplishment 2: Quality standards and specifications for poultry and dairy products that are to be reviewed, developed, and revised are as follows:

	<u>Poultry</u>	<u>Dairy</u>
Standards Reviewed	2	2
Standards Developed	0	0
Standards Revised	1	1
Specifications Reviewed	4	10
Specifications Developed	0	1
Specifications Revised	4	0

Accomplishment 3: Amend shell egg regulations to delete the U.S. Consumer Grade AA classification for shell eggs and the U.S. Procurement Grades I and II for shell eggs. Revise tolerances for undergrade eggs within the official grades.

Accomplishment 4: Encourage States to voluntarily adopt uniform requirements for milk manufacture as provided by the milk manufacturing program.

3. Purchase, including surplus removal purchases, poultry commodities for distribution to eligible domestic outlets.

Accomplishment 1: Conduct contracting operations amounting to approximately 345 contracts awarded from about 475 offers received.

TABLE 6. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
POULTRY AND DAIRY QUALITY DIVISION

Objectives and Accomplishments	Quarter Completed	Resources Planned		Policy Issues	Suggested Action	
		Person-Years	Dollars (000)		Legislation	Public Part.
Objective 1 - Egg Products Inspection						
Accomplishment 1 - Continuous Inspection	IV	135.0 <u>1/</u>	4,541		X <u>2/</u>	X <u>3/</u>
Accomplishment 2 - Surveillance	IV	29.0 <u>1/</u>	2,054		X <u>2/</u>	
Objective 2 - Grading/Standards and Specifications						
Accomplishment 1 - Grading	IV	600.5 <u>4/</u>	14,860			X <u>3/</u>
Accomplishment 2 - Standards and Specifications	IV	7.5	236			
Accomplishment 3 - Grade Classification	IV	1.0	42	X <u>5/</u>		X <u>6/</u>
Accomplishment 4 - Manufacturing Milk Pro.	Ongoing	1.0	29			
Objective 3 - Procurement						
Accomplishment 1 - Contracting	IV	<u>10.0</u>	<u>255</u>	X <u>7/</u>		
TOTAL		784.0	22,017			

- 1/ Does not include some 50 State employee person-years for continuous inspection and approximately 50 State employee person-years for surveillance activity.
- 2/ Legislation is needed to amend the Egg Products Inspection Act to permit prompt withdrawal of inspection in plants with recurring violations of the Act and to provide for civil penalties.
- 3/ Comments requested through the Federal Register.
- 4/ Does not include approximately 400 State employee person-years.
- 5/ The grade is being changed and action is suggested by the Administrator.
- 6/ Comments requested through the Federal Register and possibly public hearing.
- 7/ The Administrator approves the intent to buy.

SECTION IV
COMPLIANCE

FY 1980 PROGRAM AREA PLAN FOR COMPLIANCE

PROGRAM LEADER: L. L. Gast

PROGRAM ABSTRACT:

The Compliance Program mission is to assure that actions necessary for legal and regulatory compliance are applied effectively, fairly, and uniformly. To carry out this mission, the Deputy Administrator for Compliance is responsible for participating with the Administrator and other Agency officials in the planning, formulation, and review of all policies, programs, procedures, and activities of the FSQS. The Deputy Administrator also plans, provides leadership, formulates and coordinates policies, develops regulations pursuant to laws and directs the administration of Compliance programs and activities. An audit program is conducted to measure results of these efforts and to recommend corrections for existing or potential problems. The Compliance Program coordinates development of meat and poultry product standards and FSQS regulations and maintains liaison with the Department's Office of the Inspector General and the General Accounting Office. Using compliance, surveillance, and enforcement programs, it also coordinates Agency actions to withdraw grading and inspection service, to prosecute, or to take other enforcement actions where indicated. Another responsibility includes developing, implementing, and reviewing labeling policy and food packaging systems to eliminate fraudulent practices.

These activities are carried out by four functional units: the Evaluation and Enforcement Division, the Meat and Poultry Standards and Labeling Division, the Planning and Analysis Division, and the Regulations Coordination Division. Each division has a multiplicity of functions.

The Evaluation and Enforcement Division provides systematic nationwide monitoring of the effectiveness of inspection and grading programs through periodic reviews and special studies and systematic nationwide monitoring of businesses engaged in interstate food marketing and distribution. The Division detects and documents statutory violations and assures that

appropriate remedies or sanctions are effected. The Division also controls violative products through detentions, civil seizures, and voluntary recalls. Additionally, the Division cooperates with States in the development of compliance programs for intrastate products and businesses and monitors State compliance programs to assure that they meet Federal specifications. The Division issues letters of warning and refers reports and recommendations to the Office of the General Counsel, Justice Department, or other appropriate officials for criminal/civil/administrative action. This function requires the development and maintenance of contacts with appropriate enforcement groups.

The Meat and Poultry Standards and Labeling Division develops product standards and labeling policies for meat and poultry, and their processed products. It also reviews all labels for approval or disapproval and reviews food packaging systems to eliminate fraudulent practices.

The Planning and Analysis Division plans and implements compliance policy and programs to promote the effectiveness, fairness, and uniformity of compliance actions. The Division provides information systems to support evaluation, enforcement, regulations, and standards and labeling functions. It identifies and provides advice on regulatory legal, and administrative compliance problems. In addition, the Division develops and maintains liaison with the Office of Inspector General, the General Accounting Office, and other groups with enforcement, evaluation, and related responsibilities.

The Regulations Coordination Division coordinates, provides clearance, and develops as appropriate all FSQS proposed and final regulations and issuances, coordinates the review of all existing FSQS regulations and issuances, and coordinates and maintains the Administrative Record for all FSQS regulations. The Division also maintains clearance and publication systems for regulations, bulletins, notices, and instructions.

The legal authority for the work of the Compliance Program is contained in the: Agricultural Marketing Act of 1946, 7 U.S.C. 1621-1627; Egg Products Inspection Act pursuant to 15 U.S.C. 49 as authorized by 21 U.S.C. 677 and 21 U.S.C. 467d; Poultry Products Inspection Act as amended, 21 U.S.C. 451-470; Federal Meat Inspection Act, as amended, 21 U.S.C. 601-692, 694, 695; and the Talmadge-Aiken Act, 7 U.S.C. 450. Applicable regulations are set forth under Title 9 of the CFR, Parts 301 and 381.

PROGRAM GOALS:

1. To review and evaluate FSQS inspection, grading and related activities, assuring that violations and irregularities are met with appropriate legal or administrative actions.
2. To develop, maintain, and publish product standards and labeling requirements for meat and poultry.
3. To assure that both new and existing Agency regulations and issuances are timely and effectively coordinated, reviewed and published.
4. To develop policy and procedures to assure that Compliance actions are fair, uniform, and effective.

TABLE 7. - COMPLIANCE PROGRAM AREA:
RESOURCES PLANNED FOR FY 1980

Program Activity	FY 1980 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Deputy Administrator & Program Services Staff	9	6	238	5
Evaluation & Enforcement Division	111	62	3,488	68
Meat and Poultry Standards & Labeling Division	32	18	830	16
Planning & Analysis Division	13	7	235	5
Regulations Coordination Division	13	7	300	6
Total Program Area	178	100 1/	5,091 1/	100

- 1/ Excludes planned resources not included in delineations for program activities, namely: Six positions (four positions representing \$129,000 and two positions representing \$40,000 that are to be transferred to Compliance from Commodity Services and the Administrator's reserve, respectively). These projections are not included in the total used for percentage breakdowns.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE EVALUATION
AND ENFORCEMENT DIVISION

ACTIVITY LEADER: Robert Gonter

ACTIVITY ABSTRACT:

The Evaluation and Enforcement Division provides the primary regulatory control over meat and poultry products outside inspected plants. It has authority to act when violations of law occur inside or outside federally inspected plants. To provide enforcement on a nationwide basis, a systematic combination of periodic and random reviews is used to cover slaughter, processing, and "allied industry" businesses (Planned Compliance Program (PCP)). These reviews have three purposes: to control contaminated or mislabeled products so that they do not reach consumers; to detect and document violations of law so that administrative or legal action can be taken; and to educate members of the regulated industry about requirements.

Detention is the primary means of controlling hazardous or fraudulent products outside inspected plants. Occasionally products suspected of being hazardous are widely distributed, and a recall by the firm is necessary. The Division monitors effectiveness of the recall by providing advice to the firm, examining distribution records, conducting spot-checks at distribution points, and standing ready to detain products if the recall is not effective. When a violation of law has occurred, and after the product is under control, the facts of the incident are collected into a case file that will support regulatory action by Food Safety and Quality Service. The case is then reviewed at headquarters to select the appropriate regulatory action.

In addition to these functions, the Division conducts an inspection program evaluation outside inspected plants. Reports of program breakdowns (evaluation incident reports) are referred to inspection program officials when irregularities are detected in distribution channels.

Systematic program reviews at federally inspected meat and poultry plants are designed to provide independent information to program managers about the effectiveness of the inspection program. These reviews focus on the meat and poultry products--how they are handled, mixed, processed, labeled and stored. The significance of review findings determines how soon the plant will be scheduled for a followup review. Plants with serious deficiencies which are likely to result in the

distribution of contaminated, mislabeled or uninspected products are reviewed more frequently than plants with only minor deficiencies in preventive measures. Narrative reports are distributed to inspection program managers responsible for corrective actions.

ACTIVITY OBJECTIVES:

1. Conduct comprehensive, systematic compliance programs to monitor businesses engaged in marketing and distribution of food products and to prevent violations of law and regulations.

Accomplishment 1: Detect and document 600 statutory or regulatory violations and refer findings to appropriate officials for action.

Accomplishment 2: Carry out detentions, recalls, seizures and other actions to control violative products. Based on past trends, approximately 10,000,000 pounds of product will be detained in 750 detention actions, and there will likely be about five recalls.

Accomplishment 3: Cooperate with States in the development of compliance programs for intrastate products and businesses, and monitor 12 State compliance programs to assure they meet Federal requirements. This will depend on resources that are available.

Accomplishment 4: Carry out 48,000 compliance reviews of operations in the food and allied industries.

Accomplishment 5: Develop and maintain contacts with appropriate enforcement groups.

2. Provide systematic nationwide monitoring of the effectiveness of inspection and grading through periodic reviews and special studies.

Accomplishment 1: Monitor industry compliance with laws and regulations through 2,680 reviews of inspected plants.

Accomplishment 2: Participate in the design of operating review systems, methods, guidelines, and procedures for reviewing effectiveness and compliance.

3. Recommend appropriate action on the Office of Inspector General (OIG)/FSQS or other violation reports and issue referrals to OIG, Department of Justice, or other appropriate action officials.

Accomplishment 1: Followup on actions resulting from enforcement activities to assure appropriate remedies or sanctions are effected. Based on past trends, this will result in approximately 800 warning letters, six inspection withdrawals and 65 prosecutions.

Accomplishment 2: Maintain close liaison with the Office of the General Counsel.

Accomplishment 3: Monitor consistency and clarity of case documentations and recommend improvements.

TABLE 8. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
EVALUATION AND ENFORCEMENT DIVISION

Objectives and Accomplishments	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1 - Monitor Industry Compliance			
Accomplishment 1 - Violation Detection	IV	18.0	565
Accomplishment 2 - Violative Products Control	IV	5.0	157
Accomplishment 3 - State Programs Monitoring	IV	1.0	31
Accomplishment 4 - Allied Industry Review	IV	47.0	1,476
Accomplishment 5 - Regulatory Liaison Maintenance	Ongoing	11.0	346
Objective 2 - Monitor Program Effectiveness			
Accomplishment 1 - Inspected Plants Monitoring	IV	19.0	597
Accomplishment 2 - Methods Development	Ongoing	2.0	63
Objective 3 - Case Action			
Accomplishment 1 - Sanctions Initiation	IV	6.0	189
Accomplishment 2 - OGC Liaison Maintenance	Ongoing	1.8	57
Accomplishment 3 - Case Quality Monitoring	Ongoing	.2	7
TOTAL		111.0	3,488

1/ No suggested actions for policy issues, legislation or public participation.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE MEAT AND POULTRY
STANDARDS AND LABELING DIVISION

ACTIVITY LEADER: Irwin Fried

ACTIVITY ABSTRACT:

The Meat and Poultry Standards and Labeling Division carries out the mandatory label approval function for all labels used on meat and poultry products. The Division conducts reviews to assure that the labels are truthful, and not misleading, and show the required information (including product name, ingredient statement, name and address of the firm, net weight, and inspection mark). Formal product standards are developed to specify meat content and/or usual ingredients of meat and poultry products. These are proposed when industry members or consumers show particular interest in increasing uniformity among products using the same product name. In these cases, following a public comment period, the final product standard is incorporated into the regulations.

ACTIVITY OBJECTIVES:

1. Assure that meat and poultry product labeling is truthful, informative and not misleading.

Accomplishment 1: Review 110,000 labels for approval - an increase of about four percent over FY 1979. An estimated 95,700 or 87 percent of the labels will be approved.

Accomplishment 2: Develop five meat and poultry product standards. Five product standards will be under development in FY 1980. One will be published in final form in FY 1980. No product standards are expected to be discontinued. Also about 240 informal product standards now included in the unpublished policy book will be published for comment.

Accomplishment 3: Develop general labeling policy and review food packaging systems to eliminate fraudulent practices. (These numbers vary depending upon issues raised during the year.)

TABLE 9. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
MEAT AND POULTRY STANDARDS AND LABELING DIVISION

Objectives and Accomplishments	Quarter Completed	Resources Planned		Suggested Action	
		Person-Years	Dollars (000)	Policy Issues	Legislation
Objective 1 - Label Integrity Assurance					
Accomplishment 1 - Review labels	IV	19	510		
Accomplishment 2 - Develop Product Standards	IV	4	100		
Accomplishment 3 - Develop labeling requirements	Ongoing	<u>9</u>	<u>220</u>	X <u>1/</u>	X <u>1/</u>
TOTAL		32	830		

1/ Recently concluded public hearings concerning possible policy changes related to labeling generated recommendations to be published in the Federal Register for comment which may result in proposed legislation during FY 1980. All actions require extensive public participation.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE PLANNING AND
ANALYSIS DIVISION

ACTIVITY LEADER: Carol Seymour

ACTIVITY ABSTRACT:

The Planning and Analysis Division provides centralized support for Compliance programs in the areas of planning and information systems. The Division is responsible for developing policy and procedures for evaluation, enforcement, regulations, labeling, and product standards activities to assure that actions are fairly, uniformly, and effectively taken. In addition, the Division is responsible for designing and carrying out programs for the collection, maintenance, retrieval and reporting of information generated and used by Compliance operational groups.

ACTIVITY OBJECTIVES:

1. Provide short- and long-range planning for FSQS Compliance activities.

Accomplishment 1: Provide program planning support to all Compliance program divisions. The workload is determined by the support needs of the other Compliance divisions. Final staffing for this Division in FY 80 has not yet been determined.

Accomplishment 2: Coordinate FSQS responses to approximately three GAO reports, three Office of Audit reports, and numerous special studies and inquiries on Compliance programs.

Accomplishment 3: Develop and maintain liaison with appropriate internal and external enforcement and review groups.

2. Analyze, develop and maintain information systems to support all Compliance program divisions.

Accomplishment 1: Develop and operate automated and manual systems to store, retrieve, and summarize information in support of Compliance functions. The number of new systems to be developed depends on available budget resources. Much of the developmental work will be in the early development or feasibility stage, but work will also be focused on improving existing systems.

Accomplishment 2: Analyze program operations, accomplishments, and productivity; develop approximately five reporting systems and issue 76 recurring and special reports and summaries to identify patterns and trends in Compliance work.

Accomplishment 3: Maintain Compliance central files, tracking systems, microfilm systems, and automated systems.

Accomplishment 4: Coordinate Freedom of Information and Privacy Act matters concerning Compliance records; respond to approximately 50 requests with a normal turnaround time of three or four days.

TABLE 10. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
PLANNING AND ANALYSIS DIVISION

Objectives and Accomplishments <u>1/</u>	Quarter Completed	Resources Planned <u>2/</u>	
		Person-Years	Dollars (000)
Objective 1 - Compliance Planning			
Accomplishment 1 - Program Planning	Ongoing	2.3	42
Accomplishment 2 - Audit Coordination	IV	2.1	38
Accomplishment 3 - Professional Liaison	Ongoing	1.1	20
Objective 2 - Information Systems			
Accomplishment 1 - Systems Development	IV	2.2	40
Accomplishment 2 - Analysis & Reporting	IV	1.6	29
Accomplishment 3 - Systems Maintenance	Ongoing	1.9	34
Accomplishment 4 - Coordinate FOIA/PA Output	IV	<u>1.8</u>	<u>32</u>
TOTAL		13.0	235

1/ No suggested actions for policy issues, legislation or public participation.

2/ Based on current resources.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE
REGULATIONS COORDINATION DIVISION

ACTIVITY LEADER: Paul Ragan

ACTIVITY ABSTRACT:

The function of the Regulations Coordination Division is to carry out agencywide, systematic review of existing regulations and to coordinate the review and approval of new regulations. In addition, the Division coordinates the printing and distribution of meat and poultry inspection issuances.

ACTIVITY OBJECTIVES:

1. Develop and issue FSQS regulations and issuances concerning both mandatory and voluntary programs. When appropriate, participate actively in the drafting process.

Accomplishment 1: Schedule, develop, edit and coordinate for final publication new and amended regulations and issuances, namely: 104 FSQS dockets (an increase of 20 percent over FY 1979); and 270 issuances.

NOTE: FSQS dockets are Federal Register notices, proposals and final rules. Issuances are bulletins, directives and monthly publications.

Accomplishment 2: Maintain liaison with the Office of the General Counsel and all FSQS program offices responsible for development and publication of internal program issuances.

2. Perform a systematic and continual review of all existing regulations which have been in effect at least five years.

Accomplishment 1: Participate as "Executive Secretary" on the Regulations Review Task Force (FSQS). Review 275 or five percent of the estimated 5,500 existing regulations.

Accomplishment 2: Review program issuances for adequacy and conformity with FSQS requirements prior to final publication.

Accomplishment 3: Monitor all existing regulations and issuances for enforceability, clarity, current need, and compliance with FSQS policy and programs.

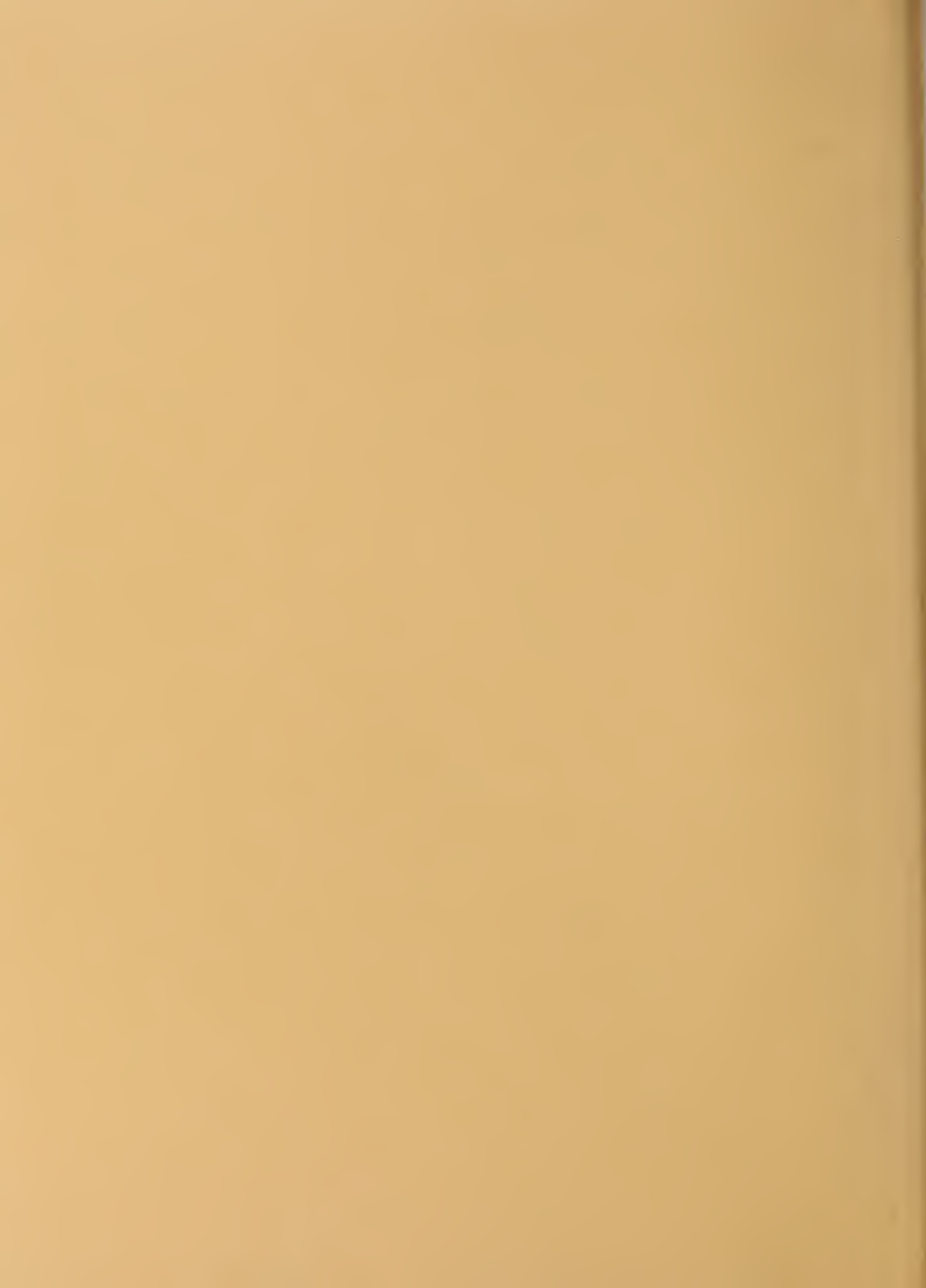
TABLE 11. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
REGULATIONS COORDINATION DIVISION

Objectives and Accomplishments	Quarter Completed	Resources Planned		Suggested Actions	
		Person-Years	Dollars (000)	Public	Part.
Objective 1 - Regulations Development & Issuance					
Accomplishment 1 - Coordinate Development <u>1</u> /	IV	8	185		X <u>2</u> /
Accomplishment 2 - Agency Oversight Liaison	Ongoing	2	46		
Objective 2 - Regulations Review					
Accomplishment 1 - Task Force Review Support	IV	1	23		
Accomplishment 2 - Program Issuances Clearance	IV	1	23		
Accomplishment 3 - Regulations Monitoring Effectiveness	Ongoing	<u>1</u>	<u>23</u>		
TOTAL		13	300		

1/ Pending changes in the Administrative Procedures Act could effect basic operating procedures.

2/ All functions related to Federal Register activity are routinely coordinated with the Office of Policy Studies and Public Participation. No action is suggested for legislation.

SECTION V
MEAT AND POULTRY INSPECTION



FY 1980 PROGRAM AREA PLAN FOR THE
MEAT AND POULTRY INSPECTION PROGRAM

PROGRAM LEADER: V. H. Berry

PROGRAM ABSTRACT:

The Meat and Poultry Inspection Program (MPIP) carries out the requirements of the Federal Meat Inspection Act and Poultry Products Inspection Act to (1) inspect the slaughter of certain domestic livestock and poultry and the processing of meat and poultry products, and (2) assure that meat and poultry products distributed to consumers are: safe, wholesome, of good quality, not adulterated, and honestly and informatively labeled.

The MPI Program is responsible for applying uniform standards for sanitation, inspection procedures, and product labeling at all establishments under Federal inspection. It is also responsible for assessing the effectiveness of State inspection programs to assure that States apply standards at least equal to those under the Federal Meat Inspection Act and the Poultry Products Inspection Act to meat and poultry establishments under their jurisdiction. Further, the program has responsibility to review foreign inspection systems and plants that export meat and poultry to the United States.

PROGRAM GOALS:

1. To improve the delivery of inspection services by realigning the MPI field structure. (Project Leader: K. O. McDougall, Assistant to the Deputy Administrator, MPI)
2. To increase the efficiency of the inspection process by establishing Total Quality Control systems. (Project Leader: M. A. Nelson, Assistant Deputy Administrator, Technical Services)
3. To implement Modified Traditional Inspection procedures for young chickens. (Project Leader: W. H. Irvin, Assistant Deputy Administrator, Field Operations)
4. To strengthen the use of objective criteria for reviews of meat and poultry inspection systems in foreign countries. (Project Leader: W. H. Irvin, Assistant Deputy Administrator, Field Operations)
5. To establish an instructional program in Quality Control for MPI inspectors. (Project Leader: M. A. Nelson, Assistant Deputy Administrator, Technical Services)

6. To establish a management information system within MPI.
(Project Leader: V. H. Berry, Deputy Administrator, MPI)

TABLE 12. - MEAT AND POULTRY INSPECTION PROGRAM AREA:
RESOURCES PLANNED FOR FY 1980

Program Activity	FY 1980 Resources			
	Person-Years ^{1/}		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Deputy Administrator	5	<u>2/</u>	217	<u>1/</u>
Program Management Support Staff	18	<u>2/</u>	798	<u>1/</u>
Office of the Assistant Deputy Administrator				
Field Operations:	12	<u>2/</u>	848	<u>1/</u>
Federal/State Relations Staff	5	<u>2/</u>	170	<u>1/</u>
Foreign Program Division	29	<u>2/</u>	1,430	<u>1/</u>
Regional Operations	10,160	<u>98</u>	247,852	<u>97</u>
Office of the Assistant Deputy Administrator,				
Technical Services:	7	<u>2/</u>	293	<u>1/</u>
Facilities, Equipment and Sanitation Division	25	<u>2/</u>	709	<u>1/</u>
Industrial Engineering & Data Management Division	47	<u>2/</u>	1,754	<u>1/</u>
Processed Products Inspection Division	14	<u>2/</u>	548	<u>1/</u>
Program Training Division	40	<u>2/</u>	1,562	<u>1/</u>
Slaughter Inspection Standards and Procedures Division	14	<u>2/</u>	581	<u>1/</u>
Technology Assessment Division	1	<u>2/</u>	70	<u>1/</u>
	10,377	<u>1/ 100</u>	256,832	<u>100</u>

1/ Person-years includes full-time equivalents for currently filled and part-time positions, and position vacancies to be filled during FY 1980, plus 1172 person-years of reimbursable overtime anticipated for Regional Operations during FY 1980.

2/ Less than 1 percent.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE OFFICE OF THE DEPUTY
ADMINISTRATOR FOR MEAT AND POULTRY INSPECTION, (MPI)

ACTIVITY LEADER: V. H. Berry

ACTIVITY OBJECTIVES:

1. Realign the field structure to improve and maintain workload balance in the region, area and circuit levels. The implementation guidelines developed during FY 1979 will be used to accomplish this objective.

Accomplishment 1: Develop new organizational alignment using the field structure and staffing implementative guidelines.

Accomplishment 2: Develop alternative structures and configuration for those geographical areas where more than one approach may be used.

Accomplishment 3: Issue a report detailing the suggested revisions of the field realignment plan.

Accomplishment 4: Implement the field realignment.

2. Establish a management information system within MPI.

Accomplishment 1: Establish an MPI Automated Data Processing (ADP) Council that would have responsibility for setting priorities, and reviewing and approving data processing efforts within the Program.

Accomplishment 2: Conduct a study to assess MPI's current approach to information system management (i.e., types of automated outputs, data entry points, data analysis, and organizational roles and responsibilities).

Accomplishment 3: Implement the assignment reporting system (MP-490).

TABLE 13. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
OFFICE OF THE DEPUTY ADMINISTRATOR, MPI

Objectives and Accomplishments	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1 - Field Realignment			
Accomplishment 1 - Develop Organizational Alignment	I	.60	27.0
Accomplishment 2 - Develop Alternative Configurations	I		
Accomplishment 3 - Propose New Alignment	II		
Accomplishment 4 - Implement Nationwide Realignment	III		
Objective 2 - Management Information System			
Accomplishment 1 - Establishment of MPI - ADP Council	II	.04	2.0
Accomplishment 2 - Assessment of current system	IV		
Accomplishment 3 - Implementation of MP-490 system	IV		
TOTAL		.64	29.0

1/ No actions are suggested for policy issues, legislation or public participation.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE PROGRAM
MANAGEMENT SUPPORT STAFF

ACTIVITY LEADER: L. G. Skufe

ACTIVITY ABSTRACT:

This staff provides analytical and administrative services to the Deputy and his Assistants in the (1) management of assigned people and dollar resources; (2) coordination, review, and development of program work plans, (3) coordination, review and development of operating procedures for MPI regional offices, (4) integration of the MPI management process of planning, budgeting and execution; (5) development of program administrative policies and procedures on a variety of subjects; (6) development of the MPI position on proposed Agency administrative policies and procedures, and (7) administration of the MPI Incentive Awards Program.

ACTIVITY OBJECTIVES:

1. Prepare evaluations and analyses of the MPI workforce in order to maintain ongoing assessments of: (a) assignments, vacancies and person-power requirements; (b) person-power availability; (c) workforce characteristics; and (d) projected staffing needs based on changing procedures and/or industry requirements.

Accomplishment 1: Issue the following reports on a timely basis: (a) Workforce Strength, (b) Regional Assignment and Vacancy Analysis, (c) Regional Critical Vacancy Analysis, (d) Workforce Analysis (hires and separations), (e) Program Change Reports, and (f) Forecast of Program Changes.

Accomplishment 2: Review current workforce and staffing requirement reports (cited in Accomplishment 1) to determine their adequacy and make necessary modifications. The review will also examine existing methodologies and determine if additional quantitative techniques could be used effectively.

Accomplishment 3: Update reporting requirements as a result of Accomplishment 2.

Accomplishment 4: Apprise the Deputy of data requirements necessary to (a) monitor the field organization's workforce balance, span of control and supervisory-employee ratio, and (b) profile the workforce by program activity (meat, poultry, combination) and by type of job performed.

2. Manage assigned personnel ceilings.

Accomplishment 1: Prepare the FY 1980 personnel ceiling allocations for MPI organizational units.

Accomplishment 2: Monitor employment levels against the assigned personnel ceiling levels and report major variances to the Deputy and his Assistants. Make recommendations for adjustments.

Accomplishment 3: Design, develop, and implement a model for use in assessing regional personnel ceiling/employment requirements in relation to current vacancies, projected changes (new plants, production increases, closures), and economic factors (i.e. availability of feed, inventory level of livestock and poultry).

3. Design and develop productivity indexes.

Accomplishment 1: Examine the elements used to generate current productivity indexes. Determine their appropriateness and recommend appropriate changes.

4. Develop MPI's administrative policies, procedures, and requirements, and develop a program position on proposed FSQS administrative policies and procedures.

Accomplishment 1: Prepare a position on proposed directive on Fair Labor Standards Act (FLSA) and Leave.

Accomplishment 2: Prepare a program position on proposed Agency administrative directives by securing required input from appropriate officials and clearing output with executive leadership.

Accomplishment 3: Issue a directive establishing a national guideline for filling vacant inplant positions.

Accomplishment 4: Develop uniform instructions/procedures for documentation of voluntary and involuntary reassignments.

Accomplishment 5: Revise Form MP-418-6, which is the form used when an employee volunteers to be assigned to another location.

Accomplishment 6: Develop alternatives to current policy/practice on the use of compensatory time by all MPI employees.

Accomplishment 7: Develop national policy and operating procedures to document ordered travel.

Accomplishment 8: Develop national procedures to establish headquarter points and duty stations to minimize travel/time costs.

Accomplishment 9: Develop a case for submission to the Comptroller General to waive repayment by employees of excess funds received for travel in a government-furnished automobile.

Accomplishment 10: Develop a policy statement defining critical positions and employee travel compensation entitlements under Title 5.

Accomplishment 11: Define and develop analytical techniques to monitor regional financial estimates and projections.

Accomplishment 12: Develop national guidelines for using part-time and intermittent employees (with less than one inspection year of service) to fill positions.

5. Carry out special studies and participate in task forces on a variety of issues affecting program operations.

Accomplishment 1: Participate with the Office of the Assistant Deputy, Field Operations, in completing the analysis of employee time utilization and the resulting financial impact.

6. Coordinate and develop MPI's annual budget submission.

Accomplishment 1: Prepare for the Deputy and his Assistant an analysis of MPI managers' budgetary requests for priority-setting purposes.

Accomplishment 2: Participate with the FSQS Budget Division in the preparation and coordination of the Administrator's presentations and submissions to USDA, office of Management and Budget (OMB), and Congress.

7. Prepare MPI's Operating Budget.

Accomplishment 1: Prepare an analysis of MPI's organizational requirements in relation to anticipated fund availability. Brief MPI's Executive Leadership and make adjustments as directed. Issue fund allocations to the major organizational units.

Accomplishment 2: Prepare a written procedure for the review and analysis of budgets prepared by states having cooperative (i.e., with MPI) meat and poultry inspection programs.

8. Conduct evaluation and analysis of MPI financial condition.

Accomplishment 1: Prepare a status-of-funds report at the end of each accounting period, pointing out key variances and explaining such variances.

Accomplishment 2: When appropriate, prepare an analysis to demonstrate ways of bringing expenditures in line with available funds.

Accomplishment 3: Design, develop, and implement a uniform status-of-funds procedure for use by the regional and headquarters operations.

Accomplishment 4: Design and develop a "quality control" program for evaluating the accuracy of regional headquarters projections/estimates for major expenditure areas.

Accomplishment 5: Establish a procedure to capture and monitor MPI travel costs by type (e.g. patrol mileage, temporary data, supervisory).

9. Coordinate the preparation of policy statements and dockets, and serve as a program focal point on matters associated with reimbursable service practices and procedures.

Accomplishment 1: Work with FSQS officials to establish the FY 1980 reimbursable rate and publish this in the appropriate sections of the MPI regulations and manual.

Accomplishment 2: Establish a reporting system to see that all reimbursable agreements are billed as required.

10. Coordinate the preparation and clearance of cooperating and reimbursable agreements.

Accomplishment 1: Establish and update a list of all cooperative and reimbursable agreements to see that program Agency officials are aware of which agreements are prepared accurately and timely.

11. Monitor the implementation of new inspection procedures.

Accomplishment 1: Prepare reports for MPI management on cost savings, cost avoidance and workforce impact due to the implementation of new inspection procedures.

12. Coordinate, and maintain MPI annual workplans.

Accomplishment 1: Review and evaluate submissions in relation to stated program objectives, budget documents, and policy statements.

Accomplishment 2: Coordinate the review and approval process within MPI and prepare final document for approval by the Administrator.

13. Administer the MPI Incentive Awards Program, which includes employee suggestions and performance recognition.

Accomplishment 1: Process approximately 115 employee suggestions.

Accomplishment 2: Process approximately 30 awards.

Accomplishment 3: Prepare approximately five Departmental Honor Award nominations for referral to FSQS officials.

Accomplishment 4: Process approximately 225 retirement letters and certificates within 120 days of retirement date.

Accomplishment 5: Inform employees and supervisors of eligibility criteria under the suggestion program and assist them in improving the presentation of the suggestion idea.

Accomplishment 6: Design an evaluation of the suggestion program in MPI.

14. Provide day-to-day administrative services (i.e. personnel, procurement, budgeting, and finance) at MPI headquarters.

Accomplishment 1: Initiate, prepare, and issue necessary documents to obtain required services, goods, and actions.

Accomplishment 2: Assist Equal Employment Opportunity (EEO) officers and the Headquarters EEO Advisory Committees in carrying out delegated responsibilities.

Accomplishment 3: Prepare the operating budgets for identified MPI management units and monitor the financial status of these units.

TABLE 14. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
PROGRAM MANAGEMENT SUPPORT STAFF

Objectives and Accomplishments	Quarter Completed	Resources Planned		Suggested Action 1/	
		Person-Years	Dollars (000)	Policy	Issues
Objective 1 - Workforce Analysis					
Accomplishment 1 - Reports	Ongoing	.4	7.0		
Accomplishment 2 - Review of Requirements	III	.3	5.3		
Accomplishment 3 - Revisions	IV	.2	3.5		
Accomplishment 4 - Identify Automated data requirements	I	.3	5.3		
Objective 2 - Personnel Ceiling Control					
Accomplishment 1 - Allocate	I	.2	3.5		X 2/
Accomplishment 2 - Monitor	Ongoing	.4	7.0		
Accomplishment 3 - Develop Model	III	.5	8.8		
Objective 3 - Productivity Indexes					
Accomplishment 1 - Examine/Study	III	.3	5.3		
Objective 4 - Administration Policy Formulation and Analysis					
Accomplishment 1 - FLSA and Leave	I	1.0	17.6		
Accomplishment 2 - Recurring	Ongoing				
Accomplishment 3 - Criteria for Filling Vacant Inplant Positions	III				X 2/
Accomplishment 4 - Voluntary/Involuntary Reassignments Documentation Requirements	III				X 3/
Accomplishment 5 - MP Form 418-6	III				
Accomplishment 6 - Compensatory Time	I				X 3/
Accomplishment 7 - Order Travel	III				X 3/
Accomplishment 8 - Minimize Travel Time Costs	IV				X 3/
Accomplishment 9 - Comptroller General Request for Waiver	II				
Accomplishment 10 - Critical Positions and Travel	II				
Accomplishment 11 - Analytical Techniques	II				X 3/

TABLE 14. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
PROGRAM MANAGEMENT SUPPORT STAFF - Continued

Objectives and Accomplishments	Quarter Completed	Resources Planned		Suggested Action 1/	
		Person-Years	Dollars (000)	Policy	Issues
Accomplishment 12 - Utilization Practice of "Other" Employment Authorities	IV				X <u>3</u> /
Objective 5 - Special Studies					
Accomplishment 1 - Time Utilization	I	.5	8.8		
Objective 6 - Annual Budget Submission					
Accomplishment 1 - Analysis	II	.6	10.6		
Accomplishment 2 - Preparation, Submission	II	.7	12.3		X <u>4</u> /
Objective 7 - Operating Budget					
Accomplishment 1 - Analysis of MPI	IV	.6	10.6		
Accomplishment 2 - Prepare Procedure for Review and Analysis of State Budgets	I	.4	7.0		
Objective 8 - Financial Management					
Accomplishment 1 - Status of Funds	Ongoing	1.0	17.6		
Accomplishment 2 - Alternative Analysis	Ongoing	.2	3.5		
Accomplishment 3 - Uniform Procedure	II	.2	3.5		
Accomplishment 4 - Quality Control	III	.2	3.5		
Accomplishment 5 - Travel Costs	I	.2	3.5		
Objective 9 - Reimbursable Services					
Accomplishment 1 - Fees	IV	.1	1.7		
Accomplishment 2 - Revenue Control	Ongoing	.1	1.7		
Objective 10 - Cooperative/Reimbursable Agreements					
Accomplishment 1 - Preparation and Clearance	Ongoing	.1	1.7		
Objective 11 - Monitor Implementation of New Inspection Procedures					
Accomplishment 1 - Track and Report	Ongoing	.2	3.5		

TABLE 14. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
PROGRAM MANAGEMENT SUPPORT STAFF - Continued

Objectives and Accomplishments	Quarter Completed	Resources Planned		Suggested Action 1/ Policy Issues
		Person-Years	Dollars (000)	
Objective 12 - Work Plans				
Accomplishment 1 - Review Workplans	IV	.1	1.7	
Accomplishment 2 - Coordinate Approval	IV	.1	1.7	X 5/
Objective 13 - Incentive Awards Program				
Accomplishment 1 - Employee Suggestions	IV	1.1	20.2	
Accomplishment 2 - Regular Awards	IV	.2	4.4	
Accomplishment 3 - Honor Awards	IV	.2	3.5	
Accomplishment 4 - Retirement Letters	IV	.4	7.0	
Accomplishment 5 - Clarification of Criteria	II	.1	.4	
Accomplishment 6 - Evaluation	IV	.1	.4	
Objective 14 - Administrative Services				
Accomplishment 1 - Process Request	Ongoing	2.0	35.2	
Accomplishment 2 - EEO	Ongoing	.1	1.7	
Accomplishment 3 - Operating Budget	IV	.5	8.8	
TOTAL		13.6	237.8	

1/ No actions are suggested for legislation or public participation.

2/ The ceiling limit on personnel indicates they must be distributed in an optimal manner, thereby necessitating a deviation from previous allocation procedures.

3/ A brief explanation is given in the narrative under Objective 4.

4/ Policy issues are related to program priority and are included in the budget submission for the fiscal year.

5/ This involves the establishment of program priorities, and an appraisal of accomplishments in conjunction with the Deputy Administrator.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE OFFICE OF THE
ASSISTANT DEPUTY ADMINISTRATOR FOR FIELD OPERATIONS (FO), MPI

ACTIVITY LEADER: W. H. Irvin

ACTIVITY ABSTRACT:

Field Operations (FO) is responsible for the conduct of ante-mortem and post-mortem inspection of meat and poultry and their processed products intended for human consumption. In addition, Field Operations monitors the product labels, for accuracy, facilities and individuals for compliance with legal orders, and State inspection programs for standards equal to those of federal inspection. Meat and poultry imported from foreign countries is inspected, as is meat and poultry that will be exported. These activities are carried out by a network of five regional offices, subordinate areas, and inspection circuits. The Assistant Deputy Administrator for Field Operations coordinates management of the MPI program activities for the Federal-State Relations Staff, Foreign Programs Division, and Regional Operations.

ACTIVITY OBJECTIVES:

1. Continue the implementation of modified traditional poultry slaughter inspection for young chickens. (Unit Leader: R. J. Prucha, Field Operations).

Accomplishment 1: Conclude the introduction of modified traditional inspection procedures to include all poultry slaughter plants where the method is currently feasible (102 plants).

Accomplishment 2: Encourage the complete conversion of the poultry industry to modified traditional inspection for young chickens by providing special assistance to the remaining poultry slaughter plants (25 plants).

2. Develop more objective criteria for reviews of foreign meat and poultry inspection systems. (Unit Leader: H. M. Steinmetz, Foreign Programs).

Accomplishment 1: Increase the product compliance responsibility of countries exporting meat and poultry to the United States by establishing onsite plant reviews where the frequency of review is based on historical risk profiles of the foreign country's inspection system.

Accomplishment 2: Implement the revised review frequencies in countries that export the largest volume of product to the United States.

Accomplishment 3: Develop a system to assess the public health significance of chemical residues in imported meat and poultry, as monitored by the import inspection system.

TABLE 15. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
OFFICE OF THE ASSISTANT DEPUTY ADMINISTRATOR, FO, MPI

Objectives and Accomplishments	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1 - Implement Modified Traditional Inspection	IV	.02	1.0
Accomplishment 1 - Conclude Introduction			
Accomplishment 2 - Encourage Conversion			
Objective 2 - Foreign Inspection System Reviews	IV	.02	1.0
Accomplishment 1 - Develop Risk Profiles Methods			
Accomplishment 2 - Analyze Reviews Frequency			
Accomplishment 3 - Chemical Residue Analysis			
TOTAL		.04	2.0

1/ No actions are suggested for policy issues, legislation or public participation.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE
FEDERAL-STATE RELATIONS STAFF, FO, MPI

ACTIVITY LEADER: J. K. Payne

ACTIVITY ABSTRACT:

This unit provides leadership and technical assistance to those State governments conducting inspection programs for meat and poultry products that will be sold only within the State. Such State intrastate inspection programs must be "at least equal" to the Federal system. To determine the continuing adequacy of State programs in maintaining at least equal systems, the Federal-State Relations unit periodically reviews State laws and regulations, appropriations, staffing and enforcement. The unit also reviews a statistically selected sample of State plants to insure that inspection requirements are appropriately applied. The staff coordinates policy interpretation for custom-exempt operations, caterers, retailers and similar operations; plans, directs and coordinates MPI's health and safety programs; and participates in developing training courses in health and safety for supervisors and managers within the program.

The authority to conduct these activities is contained in Title III of the Federal Meat Inspection Act, Section 303 of the Meat Inspection Regulations, Section 5 of the Poultry Products Inspection Act and 381.10-15 of the Poultry Inspection Regulations.

ACTIVITY OBJECTIVES:

1. Coordinate the reviews and analyses of State inspection programs to assure that State governments meet the "at least equal to" provisions of the meat and poultry inspection laws.

Accomplishment 1: Revise and publish MPI Directive 910.1, Review of Certified State Meat and Poultry Inspection Programs.

Accomplishment 2: Implement 19 recommendations developed by the NASDA/USDA Task Force to assist States in achieving cost avoidance/reduction procedures, while maintaining the desired level of consumer protection.

Accomplishment 3: Coordinate implementation of the regulations for the amended Humane Slaughter Act in State programs.

2. Inform MPI management about applicable sections of the Department's health and safety program, including statistics on injuries and accidents within Field Operations.

Accomplishment 1: Revise MPI Directive 453.1 and 453.2, which outline MPI-FO policy on accident prevention.

Accomplishment 2: Review 1,400 reports of MPI employee health problems, first aid treatment, inplant and motor vehicle accidents, and compile a national MPI health/safety report.

Accomplishment 3: Coordinate and participate in a training program to inform all MPI employees of on-the-job accident prevention procedures and safe working practices.

Accomplishment 4: Review the feasibility of an award system for those supervisors and employees who achieve accident or injury-free work records.

3. Assure that MPI field staff and State program directors are given the opportunity to comment on proposed changes in Federal rules, regulations, and procedures issued in the form of MPI bulletins, directives, and inspection and training procedures.

Accomplishment 1: Distribute, receive, review and coordinate comments for consideration when final decisions are made (160-175 per year).

TABLE 16. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
FEDERAL-STATE RELATIONS STAFF, FO, MPI

Objectives and Accomplishments 1/	Quarter Completed	Resources Planned		Suggested Action 2/	
		Person-Years	Dollars (000)	Policy Issues	Legislation
Objective 1 - Maintain State Review System		2.0	75.0		
Accomplishment 1 - MPI Directive 910.1	I				
Accomplishment 2 - Implement Recommendations	Ongoing				
Accomplishment 3 - Coordinate implementation of Humane Slaughter Act	II				X 3/
Objective 2 - Develop Health/Safety Program		1.5	45.0		
Accomplishment 1 - Revise Directives	II				
Accomplishment 2 - National Report	Ongoing				
Accomplishment 3 - Training Program	Ongoing				
Accomplishment 4 - Award Program MPI Employees	III				
Objective 3 - Maintain system for input regarding Federal rule and procedure changes		1.5	60.0		X 4/
Accomplishment 1 - Coordinate inputs	Ongoing				
TOTAL		5.0	180.0		

1/ Assumes successful coordination with the Slaughter Inspection, Standards and Procedures Division, TS: the Processed Products Inspection Division, TS; Science; Compliance; and State Commissioners, Directors, and State Association representatives, as appropriate to the accomplishment of the objective.

2/ No action is suggested for public participation.

3/ Existing State legislation must be reviewed for consistency with the Act.

4/ Policy issues will occur as a result of the process.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE
FOREIGN PROGRAMS DIVISION, FO, MPI

ACTIVITY LEADER: H. M. Steinmetz

ACTIVITY ABSTRACT:

This Division contributes to the overall program objectives of assuring that meat and poultry products, both imported and exported, are wholesome, properly labeled and otherwise meet U.S. requirements. This is accomplished by conducting reviews of foreign meat and poultry inspection systems, and by correlating the U.S. import inspection and export certification programs, so that inspection requirements are applied uniformly.

The authority to conduct these activities is contained in Section 15, 16, 17, 18, and 20 of the Federal Meat Inspection Act, and Section 17 of the Poultry Products Inspection Act.

ACTIVITY OBJECTIVES:

1. Assure that the laws, regulations, inspection procedures, staffing, and certified plants of foreign meat and poultry inspection systems in 48 countries currently eligible to export meat and/or poultry products to the U.S. are at least equal to the requirements of the acts and regulations applied in the U.S.

Accomplishment 1: Conduct 3,041 inspections of the 1,159 certified plants currently authorized to export to the U.S.

Accomplishment 2: Evaluate foreign meat/poultry inspection laws and regulations.

Accomplishment 3: Prepare the annual report to Congress of Foreign Meat Inspection.

2. Review the inspection of imported meat and poultry to assure compliance with U.S. requirements.

Accomplishment 1: Correlate the inspection of approximately 212 billion pounds of imported meat and poultry products with inspection requirements as applied to domestic products. An estimated 12 million pounds of imported products will be rejected as unacceptable.

3. Inform MPI personnel and U.S. meat and poultry industry of the importing requirements of foreign countries.

Accomplishment 1: Clarify technical requirements to allow the export of one billion pounds of meat and one-half billion pounds of poultry of U.S. origin.

Accomplishment 2: Arrange technical discussions and reviews of U.S. meat and poultry plants for foreign visitors who wish to determine the eligibility of those plants to export to their countries.

4. Develop more objective criteria for reviews of foreign meat and poultry inspection systems.

Accomplishment 1: Increase the product compliance responsibility of countries exporting meat and poultry to the United States by establishing onsite plant reviews where the frequency of review is based on historical risk profiles of the foreign country's inspection system.

Accomplishment 2: Implement the revised review frequencies in countries that export the largest volume of product to the United States.

Accomplishment 3: Develop a system to assess the public health significance of chemical residues in imported meat and poultry, as monitored by the import inspection system.

TABLE 17. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
FOREIGN PROGRAMS DIVISION, FO, MPI

Objectives and Accomplishments	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1 - Review certified foreign meat/poultry plants systems			
Accomplishment 1 - Review plants <u>2</u> /	Ongoing	23.0	776.0
Accomplishment 2 - Evaluate laws, & regulations	Ongoing	1.0	33.3
Accomplishment 3 - Prepare yearly report	II	.5	16.7
Objective 2 - Correlate import inspection at U.S. ports and points of entry			
Accomplishment 1 - Review import inspection <u>3</u> /	Ongoing	1.0	33.3
Objective 3 - Correlate export certification of U.S. origin meat/poultry			
Accomplishment 1 - Technical requirements <u>4</u> /	Ongoing	3.5	116.5
Accomplishment <u>2</u> - Foreign visitors	Ongoing	1.0	33.3

TABLE 17. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
FOREIGN PROGRAMS DIVISION, FO, MPI - Continued

Objectives and Accomplishments 1/	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 4 - Foreign Inspection Systems			
Accomplishment 1 - Risk profile	IV	1.0	33.3
Accomplishment 2 - Implement revised procedure			
Accomplishment 3 - Chemical residues			
TOTAL		31.0	1,042.4

1/ No actions are required for policy issues, legislation and public participation.

2/ Assumes successful coordination with other units of Field Operations and Technical Services, MPI, Science, FSQS, in the support of our overseas surveillance program. The staff works to the same degree with units in Foreign Agricultural Service (FAS), the Animal Plant Health Inspection Service (APHIS) of USDA, various units in the Department of State, and foreign embassies. The staff must work directly with foreign meat inspection officials, foreign industry representatives, and U.S. embassy officials.

3/ Assumes successful coordination with other units in MPI, Science, Compliance, FSQS, and Veterinary Services and Plant Protection and Quarantine Staffs of APHIS in assuring that all U.S. requirements are met in the importation of meat and poultry products. In addition, contacts are frequently made with allied industries, foreign embassies, and the Foreign Agricultural Service, USDA.

4/ Assumes successful coordination with other MPI units, Compliance, APHIS, FAS, the Defense Department, counterpart inspection officials in other countries in properly conveying importing country requirements to MPI inspectors and the industry. Successful communication is the key to continued export of U.S. meat and poultry products to foreign markets.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE REGIONAL
OPERATIONS, FO, MPI 1/

ACTIVITY LEADER: R. J. Prucha

ACTIVITY ABSTRACT:

Inspection activities of the MPI program are administered through five regional offices (Alameda, CA; Dallas, TX; Des Moines, IA; Atlanta, GA; and Philadelphia, PA). Each Regional Director plans, provides leadership, coordinates and is responsible for: (1) ante-mortem and post-mortem inspection of meat and poultry; (2) inspection of processed meat and poultry products; (3) control of inedible and condemned products; (4) security requirements to control the integrity of inspected product; (5) humane slaughter of food animals; (6) approval of all regulated aspects of plant operations, facilities, and equipment (e.g. sanitation, labeling, blueprints, chemistry, microbiology); (7) cooperative state relationships to develop and maintain state inspection programs "equal to" the Federal program and (8) inspection of meat and poultry imported from foreign establishments.

The authority to conduct this program is contained in the Federal Meat Inspection Act, as amended; the Poultry Products Inspection Act, as amended; the Humane Slaughter Act; provisions of 7 USC 1622 and 1624 (concerned with voluntary meat and poultry inspection and certification), and provisions of 7 USC 450 (concerned with cooperation with State agencies).

ACTIVITY OBJECTIVES:

1. Maintain a program to provide mandatory inspection of meat, meat products, poultry, and poultry products intended for human consumption.

Accomplishment 1: Provide inspection service to approximately 500 slaughter plants, 4,800 processing plants, and 1,500 plants that have both slaughter and processing operations. In addition, to supervise state inspectors in approximately 260 plants under provisions of the Talmadge-Aiken Act. During 1978, 117 million head of livestock, 3.8 billion poultry, and 94 billion pounds of meat and poultry processed products were federally inspected for wholesomeness.

1/ All materials contained in this report for the Regional Operations, FO, MPI, have been aggregated to national totals.

Accomplishment 2: Issue approximately 800 new grants for inspection, and receive 900 grant withdrawals resulting, primarily, from voluntary plant closures. Suspend some 230 grants on a temporary basis (e.g. modifications to the physical plant), and process 1,400 changes in ownership, in type of operation, or other significant modifications to the basic grant.

Accomplishment 3: Participate in meetings with industry, consumer groups, and educational institutions in order to communicate information about meat and poultry inspection programs, policy, and procedures.

Accomplishment 4: Participate with industry representatives and FSQS personnel in field trials of new or revised inspectional procedures. Provide recommendations to headquarters staffs for refinements in the Total Quality Control pilot program to be conducted in approximately 15 processing plants.

Accomplishment 5: Participate in the cooperative efforts of the Interagency Regulatory Liaison Group and provide information to that group on MPI activities.

2. Maintain the supervision of the inplant inspection system.

Accomplishment 1: Regional Directors will conduct 22 work unit meetings with Circuit Supervisors to distribute administrative or program information, to discuss changes in inspection procedures, and to participate in problem solving sessions.

Accomplishment 2: Area Supervisors will conduct 28 work unit meetings with Circuit Supervisors to distribute administrative or program information, to discuss changes to inspection procedures, and to participate in problem-solving sessions.

Accomplishment 3: Regional Directors or Deputy Regional Directors will attend 42 Circuit Supervisor meetings; regional officials will attend 70 Circuit Supervisor meetings. This interaction with regional staff allows more direct feedback from the circuit level and fosters better communication of administrative and program policy.

Accomplishment 4: Regional Staffs will conduct 164 meetings with Circuit Supervisors to discuss problems in the correct disposition of inspected product. These sessions serve to reinforce the uniform application of inspection criteria.

Accomplishment 5: Regional Staffs (Slaughter) will conduct 286 inplant reviews to evaluate the uniformity and effectiveness of ante-mortem and post-mortem inspection and disposition.

Accomplishment 6: Manage the nationwide residue sampling program involving the collection of approximately 32,000 meat and poultry samples that are forwarded to testing laboratories. These samples result in about 1,700 violative cases requiring follow-up action to determine the extent, if any, of public health risks.

Accomplishment 7: Conduct and monitor the use of an onsite, inspector-administered swab test in 398 slaughter plants to detect antibiotic chemical residues in dairy cattle carcasses.

Accomplishment 8: Regional Staffs will conduct approximately 400 inplant reviews to assess the effectiveness and uniformity of processing inspection procedures.

Accomplishment 9: Regional Staffs will conduct approximately 340 inplant reviews of existing quality control program to assess effectiveness and uniformity.

Accomplishment 10: Regional Staffs will evaluate, recommend, and forward an estimated 265 quality control (partial) programs to the Processed Products Inspection Division for approval.

Accomplishment 11: Regional Staffs will evaluate and approve an estimated 245 quality control (partial) programs at the regional level.

Accomplishment 12: Regional officials will conduct approximately 100 inplant reviews to assess the effectiveness and uniformity of the Poultry Carcass Moisture Control program and the Poultry Carcass Ready-to-Cook Quality Control program.

Accomplishment 13: Circuit Supervisors will conduct 12 monthly reviews of each plant to evaluate the effectiveness and uniformity with which MPI requirements are enforced.

3. Provide technical advice and financial assistance to State inspection programs; monitor State programs to assure consistency with Federal standards in terms of compliance and enforcement of regulations, and the effective utilization of personnel and funds.

Accomplishment 1: Monitor 2,500 state plants in the 32 states having inspection regulations equal to those of the Federal government.

Accomplishment 2: Regional Directors or Deputy Directors will meet with State officials of each state at least one time to discuss potential problem areas, and changes in Federal standards or requirements.

Accomplishment 3: On a quarterly basis, Area Supervisors will meet with State program directors to discuss local coordination of the Federal and State inspection programs.

Accomplishment 4: Regional Directors will review State budgets and quarterly progress reports to determine areas where states are following the recommendations of the USDA/National Association of State Directors of Agriculture Task Force. If needed, assistance in implementing the recommendations will be provided.

4. Manage the assigned resources of people, dollars, and materials.

Accomplishment 1: Provide resources for inspection service to all plants operating under Federal inspection by maximizing staffing within the dual constraints of personnel ceiling and fiscal limitations - 10,160 full-time equivalent person-years.

Accomplishment 2: Plan for changes in staffing (as a result of new grants, plant expansions or closures, and attrition) by hiring and/or reassigning personnel to maximize the utilization of available workforce.

Accomplishment 3: Maintain a vacancy rate of inplant processing inspectors within the range of five to ten percent in each Region.

Accomplishment 4: Evaluate on a periodic basis the utilization of assigned funds to support the accomplishment of program inspection priorities.

Accomplishment 5: Provide necessary forms and supplies to all headquarters plants and process administrative paperwork including billings and collections, personnel change documents, and updates of the FSQS Management Communication System.

5. Maintain personnel and general management programs, including Labor Management Relations, Equal Employment Opportunity, employee relations, employee development, health and safety.

Accomplishment 1: Conduct and maintain effective regional labor management programs in accordance with Agency guidelines and Executive Orders.

- a. Assist in negotiating 35 area agreements within 90 days after the approval of the National Basic Agreement.
- b. Provide 17 training sessions for supervisors within 90 days after the approval of the National Basic Agreement.
- c. Meet with appropriate regional council presidents of the National Joint Council.
- d. Attend 53 union meetings and 21 professional and supervisory association meetings.

Accomplishment 2: Conduct and maintain an effective regional Equal Employment Opportunity program; prepare a formal Action Plan for FY 1980 identifying local problems (e.g. hiring, promotion, and assignments) and proposed solutions to those problems.

TABLE 18. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
REGIONAL OPERATIONS, FO, MPI 1/

Objectives and Accomplishments 2/	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1 - Maintain a Regional Inspection Service			
Accomplishment 1 - Provide Inspection Service	Ongoing		
Accomplishment 2 - Grant, Suspend Service	IV	8,477	163,665.4
Accomplishment 3 - Provide Speakers	Ongoing		
Accomplishment 4 - TQC Pilot	Ongoing		
Accomplishment 5 - IRLG Support	Ongoing		
Objective 2 - Maintain Supervision of Inplant Inspection System			
Accomplishment 1 - Work Unit Meetings - Area and Assistant Area Supervisors	IV	315	6,081.7
Accomplishment 2 - Work Unit Meetings - Area Supervisors	IV		
Accomplishment 3 - Regional Director Meetings with Circuit Supervisors	IV		
Accomplishment 4 - Correlation of Slaughter Disposition	IV		
Accomplishment 5 - Inplant Reviews AM/PM Inspection	IV		
Accomplishment 6 - Residue Program	IV		
Accomplishment 7 - S.T.O.P Program	IV		
Accomplishment 8 - Inplant Reviews - Processing Inspection	IV		
Accomplishment 9 - Inplant Reviews - QC	IV		
Accomplishment 10 - Candidate QC Programs Referred to Processed Products Division	IV		
Accomplishment 11 - QC Program Approvals	IV		
Accomplishment 12 - Inplant Reviews - Moisture Control and Ready-to-Cook QC	IV		
Accomplishment 13 - Monthly Inspection Reviews	IV		

TABLE 18. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
REGIONAL OPERATIONS, FO, MPI 1/ - Continued

Objectives and Accomplishments 2/	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 3 - Provide Assistant to State Programs		36	695.1
Accomplishment 1 - Monitor "equal to" Status	Ongoing		
Accomplishment 2 - Meet with State Officials	IV		
Accomplishment 3 - Area Supervisors meet with State Program Directors	IV		
Accomplishment 4 - NASDA/USDA Implementation	Ongoing		
Objective 4 - Manage assigned Resources		73	1,409.4
Accomplishment 1 - Maximize Staffing within Limitations	Ongoing		
Accomplishment 2 - Plan Staffing Changes for Maximum Utilization	Ongoing		
Accomplishment 3 - Inplant Vacancy Rate	Ongoing		
Accomplishment 4 - Fund Utilization	Ongoing		
Accomplishment 5 - Administrative Paperwork Processing	Ongoing		
Objective 5 - Maintain Personnel and General Management Programs		175	3,378.7
Accomplishment 1 - Regional Labor Management Program	IV		
Accomplishment 2 - EEO Program	Ongoing		
TOTAL		9,076	175,230.3

1/ All materials contained in this table for the Regional Operations, FO, MPI, have been aggregated to national totals from the five MPI Regions.

2/ No actions are suggested for policy issues, legislation or public participation.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE OFFICE OF ASSISTANT
DEPUTY ADMINISTRATOR FOR TECHNICAL SERVICES (TS), MPI

ACTIVITY LEADER: M. A. Nelson

ACTIVITY ABSTRACT:

Technical Services (TS) is responsible for a broad range of functions in support of meat and poultry inspection. These functions include: (1) developing procedures for inspecting livestock, poultry, and their processed products; (2) coordinating and developing facility, equipment, and sanitation requirements, (3) assessing the food safety and public health implications of emerging agricultural practices and technology; and (4) developing inspection work standards and conducting technical training for inspection personnel. The Assistant Deputy Administrator for Technical Services coordinates management of the MPI program activities for the Facilities, Equipment and Sanitation, Division; Industrial Engineering and Data Management Division; Processed Products Inspection Division; Program Training Division; Slaughter Inspection Standards and Procedures Division; and Technology Assessment Division.

ACTIVITY OBJECTIVES:

1. Develop regulations and procedures for the establishment of total plant quality control systems resulting in a reduction in inspection requirements, an increase in the efficiency of the inspection process, and savings to the industry; review, approve, implement, and evaluate plant quality control systems. (Unit Leader: Bill F. Dennis, Processed Products Inspection Division.)

Accomplishment 1: Publish final regulations for processing plant quality control systems.

Accomplishment 2: Develop guidelines outlining specific criteria for processing plants to use in preparing quality control systems.

Accomplishment 3: Design 15 processing plants as Pilot Total Quality Control Establishments for field testing of procedures.

Accomplishment 4: Implement quality control systems in 50 processing plants.

Accomplishment 5: Develop guidelines for evaluating the effectiveness of plant-operated quality control systems.

Establish a pilot, university-based training program in Quality Control for MPI inspectors. (Unit Leader: M. A. Simmons, Program Training Division).

Accomplishment 1: Develop a curriculum in quality control.

Accomplishment 2: Determine training costs and fund availability for the pilot program.

Accomplishment 3: Implement the pilot program with selected candidates.

TABLE 19. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
OFFICE OF THE ASSISTANT DEPUTY ADMINISTRATOR, TS, MPI

Objectives and Accomplishments <u>1/</u>	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1 - Total Quality Control (QC)		.04	2.0
Accomplishment 1 - Publish Final Regulations	II		
Accomplishment 2 - Outlines of QC Criteria	II		
Accomplishment 3 - Pilot Plants	II		
Accomplishment 4 - Implement in 50 Plants	IV		
Accomplishment 5 - Effectiveness Guidelines	IV		
Objective 2 - Quality Control (QC) Training		.02	1.0
Accomplishment 1 - Develop Curriculum	III		
Accomplishment 2 - Determine Funds Availability	IV		
Accomplishment 3 - Implement Pilot Program	IV		
TOTAL		.06	3.0

1/ No actions are suggested for policy issues, legislation or public participation.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE FACILITIES, EQUIPMENT,
AND SANITATION DIVISION, TS, MPI

ACTIVITY LEADER: W. O. Caplinger

ACTIVITY ABSTRACT:

The Facilities, Equipment, and Sanitation Division (FES) is primarily responsible for (1) the development of sanitation programs; (2) the development of sanitary and safety standards for facilities, equipment, and operations—including lighting, ventilation, refrigeration, and the conservation of water and energy resources; and (3) the review of sanitation programs, conservation policies, and sanitary standards as indicated on the blueprints for planned facilities and equipment.

Authority to conduct these activities is contained in Section 8, 21, and 24 of the Federal Meat Inspection Act; Parts 302, 304 305, 307, and 308 of the meat inspection regulations; Section 7(a) and 14 of the Poultry Products Inspection Act; and Subparts D, E, G, and H of the poultry inspection regulations.

ACTIVITY OBJECTIVES:

1. Maintain, and revise as necessary, the sanitary design and construction standards and regulations for premises, establishment facilities, and meat and poultry equipment.

Accomplishment 1: Prepare and publish quarterly Agriculture Publication MPI-2, which reflects equipment that is acceptable for use in meat and poultry plants.

Accomplishment 2: Develop an amendment to the meat and poultry inspection regulations that will incorporate into those regulations the approved equipment and conditions of use now in the MPI-2 publication.

2. Review, approve, and/or disapprove specifications and blueprints to determine if design, sanitation, and construction comply with current sanitary standards for facilities.

Accomplishment 1: Review an estimated 2,600 sets of specifications and blueprints for meat and poultry facilities submitted for approval.

3. Review, accept, and/or reject parts material lists and blueprints to determine if sanitary design and construction standards comply with current standards for equipment.

Accomplishment 1: Review an estimated 1,400 parts material lists and blueprints for meat and poultry equipment submitted for approval.

TABLE 20. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
FACILITIES, EQUIPMENT, AND SANITATION DIVISION, TS, MPI

Objectives and Accomplishments	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1 - Develop Facility and Equipment Standards			
Accomplishment 1 - Quarterly Publication 2/	Ongoing	.2	5.6
Accomplishment 2 - Amend Regulation	IV	.3	8.4
Objective 2 - Review Facility Blueprints			
Accomplishment 1 - Facilities	Ongoing	7.2	201.6
Objective 3 - Review Equipment Blueprints			
Accomplishment 1 - Equipment	Ongoing	<u>7.7</u>	<u>215.6</u>
TOTAL		15.4	431.2

1/ No action is suggested for policy issues, legislation or public participation.

2/ Assumes successful coordination with other MPI and FSQS Units. This Division must consult and work with Slaughter Inspection Standards and Procedures Division, TS; Processed Product Inspection Division, TS; and Science, FSQS in the development of standards and regulations for sanitary design and construction for premises, facilities, and equipment.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE INDUSTRIAL ENGINEERING
AND DATA MANAGEMENT DIVISION, TS, MPI

ACTIVITY LEADER: C. S. Smithson

ACTIVITY ABSTRACT:

This Division is primarily responsible for providing industrial engineering and automated data processing (ADP) support to MPI management. The engineering activities encompass work measurement, workload based budgeting, program performance measures, inspection station design, and methods improvement studies. The data systems - information management functions include systems design, computer programming, data collection and processing, as well as audit, analysis and presentation of resultant management information and statistics.

ACTIVITY OBJECTIVES:

1. Develop and implement work measurement standards and workload data collection systems designed to provide quantitative staffing criteria and forecasts of staffing requirements.

Accomplishment 1: Prepare work measurement standards for modified traditional inspection procedures for young chickens.

Accomplishment 2: Perform motion economy and work station layout studies for new swine inspection procedure.

Accomplishment 3: Conduct an analysis of all work measurement standards to determine their adequacy.

2. Provide ADP systems, development, implementation and operations activities in support of MPI management information requirements.

Accomplishment 1: Complete system specification and computer programming documentation on recently redesigned domestic inspection information systems (i.e., meat slaughter and processing, poultry slaughter and processing, and establishment information automated data files).

Accomplishment 2: Install expanded data processing equipment capability, convert operations in the two MPI Data Services Centers--Chicago and Des Moines, and upgrade the capacity of the MPI data processing operation in the Washington, D.C., office by installing new ADP terminal equipment.

Accomplishment 3: Process recurring source data inputs, update and maintain data bases (600,000 documents annually).

3. Design, establish and maintain a timely and responsive staffing resource accounting, forecasting and allocation system.

Accomplishment 1: Analyze and revise MPI Assignment Reporting System (MP Form 490).

4. Establish an integrated management information control system for the Meat and Poultry Inspection Program.

Accomplishment 1: Implement an administrative control and review procedure for recurring MPI reports.

Accomplishment 2: Perform the audit and analysis activities necessary to ensure responsive and accurate MPI data outputs.

Accomplishment 3: Extract data in response to requests from program managers, government agencies, public institutions, and the general public.

TABLE 21. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
INDUSTRIAL ENGINEERING AND DATA MANAGEMENT DIVISION, TS, MPI

Objectives and Accomplishments 1/	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1 - Work Measurement Accomplishment 1 - Young Chickens, MTI Standards	III	1	33.3
Accomplishment 2 - Swine Inspection Study	III	1	33.3
Accomplishment 3 - Standards Maintenance	Ongoing	4	133.0
Objective 2 - ADP Systems			
Accomplishment 1 - Document Ongoing System	III	2	66.6
Accomplishment 2 - Install New Equipment	III	1	33.3
Accomplishment 3 - ADP Operations	Ongoing	26	866.0
Objective 3 - Staffing Resource System			
Accomplishment 1 - Assignment Reporting	IV	5	166.7
Objective 4 - Management Information			
Accomplishment 1 - Reports Control System	III	1	33.3
Accomplishment 2 - Data Audit/Analysis	Ongoing	3	100.0
Accomplishment 3 - Data Requests	Ongoing	2	66.7
TOTAL		46	1,532.2

1/ No actions are suggested for policy issues, legislation or public participation.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE PROCESSED PRODUCTS
INSPECTION DIVISION, TS, MPI

ACTIVITY LEADER: Bill F. Dennis

ACTIVITY ABSTRACT:

The Processed Products Inspection Division (PPI) is primarily responsible for establishing industry operating requirements and inspection criteria and methods necessary to assure that processed meat and poultry products are safe, wholesome, unadulterated, and correctly labeled. This is achieved by (1) conducting studies of potential hazards; (2) determining the nature and kinds of defects that occur; (3) evaluating industry's quality control procedures and practices; (4) providing guidance to industry on good manufacturing practices; and (5) developing inspection procedures, sampling plans and techniques, and criteria for interpreting laboratory analyses.

The Division's authority is contained in the Federal Meat Inspection Act, Sections 1, 2, 4, 7, 8, 9, 20, 21, and in regulations--9 CFR 308, 316, 317, 318, 319, 350 and 355; the Poultry Products Inspection Act, Sections 2, 4, 8, 14 and in regulations 9 CFR 381 - Subparts H, N, O, P and T.

ACTIVITY OBJECTIVES:

1. Publish final regulations for voluntary total quality control (TQC) systems in processing plants.

Accomplishment 1: Summarize comments on proposed regulations for evaluating voluntary quality control programs in processing plants.

Accomplishment 2: Publish final regulations for processing plant quality control programs.

2. Effect TQC in 15 pilot plants.

Accomplishment 1: Select candidate plants.

Accomplishment 2: Implement the program.

Accomplishment 3: Evaluate the results.

3. Develop criteria for evaluating plant TQC programs.

Accomplishment 1: Develop possible criteria.

Accomplishment 2: Evaluate criteria in pilot plants.

Accomplishment 3: Modify and improve criteria.

4. Develop guidelines for small processing plants interested in quality control systems.

Accomplishment 1: Draft guidelines in booklet form.

Accomplishment 2: Review, evaluate and refine the booklet.

Accomplishment 3: Print and distribute the booklet on request.

5. Implement TQC in 50 plants.

Accomplishment 1: Receive and review written procedures for TQC submitted by plant management; advise plant management of needed changes to written procedures; approve adequate TQC procedures.

Accomplishment 2: Participate with Field Operations in implementing TQC.

6. Participate in developing and conducting training programs in quality control for MPI inspectors.

Accomplishment 1: Participate in designing training.

Accomplishment 2: Participate as appropriate in the training.

Accomplishment 3: Participate in evaluating the training.

7. Evaluate current guidelines and requirements for assuring safe preparation of products in the areas of canning, fermenting, drying, and cooling of processed meat and poultry products; issue new or revised guidelines and requirements.

Accomplishment 1: Develop proposed regulatory requirements governing the safe production of dry, semi-dry and fermented products, and issue as proposed rulemaking.

Accomplishment 2: Issue proposed regulations to modernize the treatment of pork for possible live trichinae.

Accomplishment 3: Evaluate current regulatory requirements governing canned products manufacturing, plan new standards and develop an impact analysis.

8. Evaluate current policies governing adulteration and/or misbranding of products; issue new or revised policies.

Accomplishment 1: Revise and repropose net weight regulations.

Accomplishment 2: Develop and issue proposed regulations to control and/or prevent possible economic adulteration of cured products. (Economic adulteration does not result in an unwholesome product, but it involves the substitution of cheaper ingredients for those required by regulation.)

TABLE 22. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
PROCESSED PRODUCTS INSPECTION DIVISION, TS, MPI

Objectives and Accomplishments	Quarter Completed	Resources Planned		Suggested Action	
		Person-Years	Dollars (000)	Policy Issues	Public Participation
Objective 1 - Total Quality Control Accomplishment 1 - Summarize Comments Accomplishment 2 - Publish Regulations	I II	1.0	33.3	X 2/	
Objective 2 - TQC Pilot Study Accomplishment 1 - Select Plants Accomplishment 2 - Implement Accomplishment 3 - Evaluate	I I II	2.0	66.6	X 3/	
Objective 3 - Criteria for TQC Accomplishment 1 - Develop Accomplishment 2 - Evaluate Accomplishment 3 - Revise	I II II	2.0	66.6		
Objective 4 - Small Plant Guide Accomplishment 1 - Draft Accomplishment 2 - Review Accomplishment 3 - Print & Distribute	I I I	.5	16.7		
Objective 5 - Implement TQC Accomplishment 1 - Approve Procedures Accomplishment 2 - Implement in 50 Plants	II IV	4.5	150.0		
Objective 6 - QC Training Programs Accomplishment 1 - Participate in Training Design Accomplishment 2 - Participate in Training Accomplishment 3 - Participate in Training Evaluation	I IV IV	1.0	33.3	X 4/	

TABLE 22. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
PROCESSED PRODUCTS INSPECTION DIVISION, TS, MPI - Continued

Objectives and Accomplishments	Quarter Completed	Resources Planned		Suggested Action 1/	
		Person-Years	Dollars (000)	Policy Issues	Public Participation
Objective 7 - Safe Processing		3.0	100.0		
Accomplishment 1 - Sausage Proposal	III				
Accomplishment 2 - Trichinae Proposal	II				
Accomplishment 3 - Canning Analysis	IV				
Objective 8 - Inspection Procedures		2.0	66.6	X 5/	X 6/
Accomplishment 1 - Net Weight Regulations	I				
Accomplishment 2 - Economic Adulteration	II				
TOTAL		16.0	533.1		

1/ No action is suggested for legislation.

2/ Apprise the Deputy Administrator of public and industry comments.

3/ Results of the pilot study will impact on implementation of TQC.

4/ Components of the training package will impact on the schedule for the implementation of TQC.

5/ Apprise the Deputy Administrator of public and industry comments, and the resulting impact on the final regulation.

6/ Suggests public participation in re-proposed regulation.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE PROGRAM TRAINING
DIVISION, TS, MPI

ACTIVITY LEADER: M. A. Simmons

ACTIVITY ABSTRACT:

The Program Training Division participates with the Deputy Administrator, Technical Services in the planning and formulation of all training policies, programs and activities of the Meat and Poultry Inspection Program. This is achieved through the design of human performance systems to assure effective and efficient implementation of procedures and policies. The Division reviews existing and proposed criteria and procedures for slaughter inspection, as well as facilities, equipment, and sanitation system requirements, in order to determine how efficiently they utilize human resources. The Division participates in the administration, planning, development, and evaluation of programs for training of Federal, State and other personnel engaged in meat and poultry inspection. The Division participates in training foreign nationals to meet requirements of the meat and poultry inspection program, in consultation with the Foreign Review Staff, the Pan American Health Organization and other international organizations, as appropriate.

The Division cooperates with other FSQS personnel, State inspection officials, industry representatives, university officials and others in planning and conducting training programs. The Division maintains liaison with professional and technical institutions.

The Program Training Division also participates with the Personnel Division in the development of agencywide training policies and programs - such as executive and managerial development, supervisory training, administration and clerical training, general orientation and related activities.

ACTIVITY OBJECTIVES:

1. Design and develop performance systems, instructional systems, and instructional aids for the technical training of MPI employees.

Accomplishment 1: Update all lesson plans, visual aids, handouts, Employee Development Guides, and job aids as policy, regulations and laws change.

Accomplishment 2: Convert applicable lecture/demonstration training to trainee paced auto-tutorial programs.

Accomplishment 3: Redesign the curriculum for training of veterinarians new to FSQS to be more cost-effective.

Accomplishment 4: Redesign the basic curriculum for processed food inspection to include more training on the inspection of processed poultry products.

Accomplishment 5: Develop two self-instructional programs on accident prevention and health for MPI inspectors.

Accomplishment 6: Develop ten self-instructional programs on slaughter inspection subjects.

Accomplishment 7: Develop six self-instructional programs on processed food inspection subjects.

Accomplishment 8: Develop two self-instructional programs on import/export inspection subjects.

Accomplishment 9: Develop three self-instructional programs on supervision/management subjects.

2. Deliver technical training and training solutions for performance problems to the target populations.

Accomplishment 1: Conduct approximately 78 scheduled training courses for assembled groups in the field and at the training center.

Accomplishment 2: Conduct special training courses (e.g. Quality Control) for large and small groups and for non-program individuals, such as State inspectors, university professionals and students, and foreign nationals.

Accomplishment 3: Supply individual employees with training and learning resources such as audiovisual programs, correspondence courses, programmed instruction and job guides.

Accomplishment 4: Conduct trainee paced courses at training center.

Accomplishment 5: Administer the training component of the upward mobility program for food inspectors.

Accomplishment 6: Arrange for and assist in conducting continuing education sessions.

3. Provide assistance to MPI managers and other FSQS organization units in the analysis of human performance problems, including the selection and development of appropriate solutions.

Accomplishment 1: Assist these organizational units with problem-solving sessions on performance, when requested.

Accomplishment 2: Design and develop appropriate training solutions for these performance problems, when requested.

4. Develop and evaluate a pilot university-based quality control (QC) training program for MPI inspectors.

Accomplishment 1: Complete the curriculum and syllabus for a QC course.

Accomplishment 2: Implement the pilot training program.

Accomplishment 3: Evaluate the pilot program and prepare a report for the Deputy Administrator.

TABLE 23. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
PROGRAM TRAINING DIVISION, TS, MPI

Objectives and Accomplishments 1/	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1			
Accomplishment 1 - Update Materials	Ongoing	5.00	166.0
Accomplishment 2 - Convert to Auto-tutorial	Ongoing	6.00	200.0
Accomplishment 3 - Redesign Veterinarians Curriculum	I	.50	16.7
Accomplishment 4 - Redesign Processing Curriculum	II	.50	16.7
Accomplishment 5 - Accident Prevention	I, II	.75	25.0
Accomplishment 6 - Slaughter	I, II, III, IV	4.00	133.0
Accomplishment 7 - Processed Foods	I, II, III, IV	4.00	133.0
Accomplishment 8 - Import/Export	III, IV	.50	16.7
Accomplishment 9 - Supervision/Mgmt.	I, II, III, IV	1.00	33.3
Objective 2			
Accomplishment 1 - Regular Courses	Ongoing	6.00	200.0
Accomplishment 2 - Special Courses	Ongoing	5.00	166.0
Accomplishment 3 - Individual	Ongoing	1.00	33.3
Accomplishment 4 - Trainee Paced	Ongoing	3.00	100.0
Accomplishment 5 - Upward Mobility	Ongoing	.10	3.3
Accomplishment 6 - Continuing Education	Ongoing	.15	5.0
Objective 3			
Accomplishment 1 - Problem Solving (MPI)	Ongoing	.50	16.7
Accomplishment 2 - Training Solving (MPI)	Ongoing	1.00	33.3

TABLE 23. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
PROGRAM TRAINING DIVISION, TS, MPI - Continued

Objectives and Accomplishments <u>1/</u>	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 4			
Accomplishment 1 - QC Curriculum	III	.70	23.3
Accomplishment 2 - Conduct Pilot Program	IV	.20	6.6
Accomplishment 3 - Evaluate & Report to Deputy Administrator, MPI	Ongoing	.10	3.3
TOTAL		40.00	1,331.2

1/ No actions are suggested for policy issues, legislation or public participation.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE SLAUGHTER INSPECTION
STANDARDS AND PROCEDURES DIVISION, TS, MPI

ACTIVITY LEADER: Arnold V. Giesemann

ACTIVITY ABSTRACT:

The Slaughter Inspection Standards and Procedures Division (SISP) is primarily responsible for the design, development, and implementation of improved standards and procedures for: (1) the inspection of livestock and poultry at the time of slaughter, (2) the inspection of meat and poultry products immediately subsequent to slaughter and (3) the inspection of the handling of of inedible and condemned meat and poultry at inspected establishments. Related to its primary responsibility, the Division also furnishes technical guidance as requested and evaluates industry, consumer, and other government agencies' proposals in its areas of primary responsibility. Authority to conduct these activities is contained in the Federal Meat Inspection Act, the Poultry Products Inspection Act, the Humane Slaughter Act of 1978, and the Agricultural Marketing Act of 1946.

ACTIVITY OBJECTIVES:

1. Design, develop and implement improved slaughter and allied departments' inspection procedures and standards.

Accomplishment 1: Publish final humane slaughter regulations for the Humane Slaughter Act of 1978.

Accomplishment 2: Complete a study to determine if alternate, equally effective procedures may be used by inspectors to verify that trimmable defects have been removed from poultry.

Accomplishment 3: Complete the field tests of hands-off, post-mortem inspection of young chickens and, if warranted, propose hands-off post-mortem inspection of young chickens at line speeds of 80-90 birds per minute, using three or four inspectors.

Accomplishment 4: Design and develop a more efficient and equally or more effective method for the post-mortem inspection of turkeys.

Accomplishment 5: Maintain participation in existing Acceptable Quality Level (AQL) inspection programs with industry cooperation.

Accomplishment 6: Award a contract for a feasibility study of flock testing, as opposed to inspection of each bird, to determine the intensity of inspection that would be required to assure consumer protection.

Accomplishment 7: Design and develop a more efficient and equally or more effective inspection procedure for swine.

Accomplishment 8: Design a more efficient and equally or more effective inspection procedure for cattle.

Accomplishment 9: Design and develop a swine carcass AQL program.

Accomplishment 10: Publish a final meat denaturing standard to assure that inedible products are not mistaken for edible meat products.

Accomplishment 11: Design a livestock disease reporting system.

2. Evaluate the proposals from industry, consumers, and other governmental agencies related to the slaughter and immediate subsequent handling of meat and poultry products, and of inedible and condemned products.

Accomplishment 1: Initiate a study to evaluate the results of a reduction in replacement of water in poultry chillers. If warranted, adjust poultry regulation accordingly.

Accomplishment 2: Publish a final regulation permitting meat processors to ship undenatured livestock lungs for use in animal feed, but not edible food products.

Accomplishment 3: Design, develop and implement an approved procedure for the inspection of tripe.

Accomplishment 4: Design, develop and implement a procedure that would permit the removal of arthritic joints from swine after slaughter.

3. Complete projects underway when FSQS Division functions were realigned.

Accomplishment 1: Publish a final regulation to adjust the retail sales exemption for retailers performing certain minor, traditional, further processing operations to inspected and approved meat and poultry. These operations may be exempt from continuous inspection if retail sales to non-household consumers do not exceed the limits set by regulation.

TABLE 24. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
SLAUGHTER INSPECTION STANDARDS AND PROCEDURES DIVISION, TS, MPI

Objectives and Accomplishments	Quarter Completed	Resources Planned		Suggested Action 1/	
		Person-Years	Dollars (000)	Policy Issues	Public Part.
Objective 1					
Accomplishment 1 - Humane Slaughter 2/	I	.08	2.7	X 3/	X 4/
Accomplishment 2 - Poultry Verification 5/	IV	.33	11.0	X 3/	X 4/
Accomplishment 3 - Poultry Hands-Off 6/	IV	.50	20.0	X 3/	
Accomplishment 4 - Turkey Inspection	III	.33	11.0	X 3/	
Accomplishment 5 - Maintenance of AQL Programs 7/	III	.50	16.0	X 3/	
Accomplishment 6 - Flock Testing 8/	II	.17	108.0 6/	3/	
Accomplishment 7 - Swine Inspection 9/	IV	.75	25.0	X 3/	
Accomplishment 8 - Cattle Inspection 9/	IV	.17	5.6	X 3/	
Accomplishment 9 - Swine Carcass AQL	IV	.25	8.3	X 3/	
Accomplishment 10 - Meat Denaturing Standard	II	.04	1.3		X 4/
Accomplishment 11 - Disease Reporting 10/	IV	.90	30.0	X 11/	
Objective 2 - Evaluate					
Accomplishment 1 - Chiller Water 12/	III	.05	2.3	X 3/	X 4/
Accomplishment 2 - Undenatured Lungs Shipment 13/	III	.25	8.3	X 3/	X 4/
Accomplishment 3 - Tripe Inspection	III	.33	11.0		
Accomplishment 4 - Swine Arthritis Inspection	I	.33	13.0		
Objective 3 - Complete Projects					
Accomplishment 1 - Retailer Exemptions 14/	II	.10	3.3	X 3/	X 4/
TOTAL		5.08	276.8		

TABLE 24. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
SLAUGHTER INSPECTION STANDARDS AND PROCEDURES DIVISION, TS, MPI - Continued

- 1/ No action is suggested for legislation.
- 2/ Assumes no major changes in the proposal, and hence, reissuance of the proposal.
- 3/ Each accomplishment potentially alters a traditional policy and procedure.
- 4/ Proposed regulatory changes require public comment and review.
- 5/ Depends on completion of Accomplishment 5.
- 6/ Depends on successful completion of field tests and Accomplishments 2 and 5.
- 7/ Assumes evaluation shows no need for major changes in the Program.
- 8/ Assumes an acceptable bid is received. Includes an anticipated expense of \$100,000 for contracted services to assess the feasibility of this concept.
- 9/ Assumes completion of Accomplishment 9.
- 10/ Assumes data processing support is available.
- 11/ Priority of this project for FY 1980 requires review.
- 12/ Assumes industry provides needed scientific support.
- 13/ Assumes no issuance of a second proposal.
- 14/ Assumes industry and consumer acceptance of first proposal.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE TECHNOLOGY
ASSESSMENT DIVISION, TS, MPI

ACTIVITY LEADER: Vacant

ACTIVITY ABSTRACT:

This Division is primarily responsible for the analysis of the impact of emerging scientific, technological, industrial, and inspection research and information on the meat and poultry industries and on MPI's regulatory responsibilities affecting those industries. The Division serves as a clearinghouse for research information; it evaluates and recommends courses of action to enable MPI to anticipate the direction of the regulatory process.

Authority for these activities is contained in the Federal Meat Inspection Act and Poultry Products Inspection Act.

ACTIVITY OBJECTIVES:

1. Develop and maintain sources for scientific research pertaining to applicable raw agricultural commodities--the processing, packaging, transportation, and marketing of such commodities.
2. Develop and maintain sources of information on industrial planning, growth, and spread of industry innovations and related economic implications.
3. Develop and maintain sources of information on technological developments.
4. Evaluate report findings and prepare recommended courses of action.
5. Develop and maintain orderly storage and indexing of pertinent information.

TABLE 25. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
TECHNOLOGY ASSESSMENT DIVISION, TS, MPI

Objectives and Accomplishments 1/	Quarter Completed	Resources Planned	
		Person- Years 2/	Dollars (000)
Objective 1 - Scientific Research Sources 3/	Ongoing	.2	9.2
Objective 2 - Industrial Planning Sources 3/	Ongoing	.2	9.2
Objective 3 - Technological Development Sources 3/	Ongoing	.2	9.2
Objective 4 - Evaluations	Ongoing	.2	9.2
Objective 5 - Storage and Indexing	Ongoing	<u>.2</u>	<u>9.2</u>
TOTAL		1.0	46.0

1/ No actions are suggested for policy issues, legislation or public participated.

2/ As of November 1, 1979 this is an unstaffed Unit.

3/ Assumes successful consultation with the academic, scientific, industrial, and program units to assess the impact of developments in the above areas.

SECTION VI
SCIENCE

FY 1980 PROGRAM AREA FOR SCIENCE

PROGRAM LEADER: R. E. Engel

PROGRAM ABSTRACT:

The Science Program, under authority of the Federal Meat Inspection Act and the Federal Poultry Products Inspection Act, serves to provide the Agency with scientific guidance and support in chemistry, epidemiology, microbiology, pathology, toxicology, parasitology, and mathematics and statistics. The support services are designed to assure product safety from disease, harmful chemicals, toxins and food poisoning microorganisms, as well as to prevent economic fraud and insanitary preparation.

Science works to develop and maintain closer ties with national and international scientific laboratories and communities in order to keep abreast of scientific and technological advances and to open new avenues for the exchange of scientific information. Science also participates with other components of FSQS in developing and reviewing policies and procedures relating to FSQS programs; operates a food-borne hazard reporting system; identifies, recommends, and coordinates the establishment and conduct of appropriate research projects; operates the FSQS regulatory field services laboratories to support program needs; conducts and approves the safety of food additives for use in meat and poultry products. Science also assists in the development and implementation of science-related training programs and coordinates activities and provides guidance and expertise in the implementation of the EEO Program.

PROGRAM GOALS:

1. To upgrade efforts to control residues in meat and poultry supply.
2. To improve laboratory efficiency and effectiveness.
3. To develop capability for nutritional analysis.
4. To intensify the Science EEO Program.

TABLE 26. - SCIENCE PROGRAM AREA: RESOURCES PLANNED FOR FY 1980

Program Activity 1/	FY 1980 Resources			
	Person Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of Deputy Administrator, and Program Services Staff 2/	--	--	--	--
Chemistry Division	45	13	1,592	12
Field Service Laboratories Division	171	49	7,009	55
Food Ingredient Assessment Division	26	7	622	5
Mathematics & Statistics Division	18	5	508	4
Microbiology Division	49	14	1,470	12
Pathology & Epidemiology Division	25	7	1,083	8
Residue Evaluation and Surveillance Division	17	5	516	4
Total Program Area	351	100	12,800	100

1/ By organizational division. Functions, such as residue monitoring, overlap into all organizational units.

2/ Resources are prorated over the resources of the other program activities.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE
OFFICE OF THE DEPUTY ADMINISTRATOR FOR SCIENCE

ACTIVITY LEADER: R. E. Engel

ACTIVITY ABSTRACT:

This activity provides managerial, staff and support services for the Science Program. These services include direction and guidance on scientific matters and administrative management support.

ACTIVITY OBJECTIVES:

1. Select and test objective analytical instruments to measure marbling (intramuscular fat) in beef carcasses. An objective instrument to assist the meat grader could improve the accuracy and objectivity of grading. The fourth accomplishment will start after completion of the first three, which will run concurrently.

Accomplishment 1: Establishment of the Expert Grading Panel which will define what the instrument is expected to measure and establish exactly what the human evaluates, and how, in grading beef carcasses. Primary responsibility - Science and Education Administration (SEA), Meat Science Research Laboratory (MSRL).

Accomplishment 2: Design of a correlation study which will determine the statistical correlation of instrumental response with human evaluations (by the Expert Grading Panel) of marbling in beef carcasses. Primary responsibility - FSQS, Science.

Accomplishment 3: Solicitation Notice will be placed in the Commerce Business Daily to assure comprehensive coverage of the market place for the most advanced technology available for grading of beef. Request for proposals will be issued. Primary responsibility - SEA, MSRL.

Accomplishment 4: Assuming adequate response to the Request for Proposals, instrument testing will begin in FY 1980 at the USDA abattoir at Beltsville, Maryland, and then will be conducted in commercial establishments under actual grading conditions according to the study design developed in Accomplishment 2. Primary responsibility - SEA, MSRL.

2. Improve opportunities for minorities, women and the handicapped (EEO).

Accomplishment 1: Broaden the EEO knowledge of Science managers and supervisors through two required training courses, viewing of EEO video tapes, and community outreach programs.

Accomplishment 2: Intensify career development for women through a special course for all women in Science. Course content will be determined by needs reflected on Career Development Plans.

Accomplishment 3: Develop a program to increase awareness and hiring of handicapped persons.

All other managerial and support services of this activity are included in the Program Activity Plans for other Science areas.

TABLE 27. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
OFFICE OF DEPUTY ADMINISTRATOR FOR SCIENCE

Objectives and Accomplishments 1/	Quarter Completed	Suggested Action 2/	
		Person-Years	Dollars (000)
Objective 1 - Instrument Development			
Accomplishment 1 - Expert grading Panel	III	.05	10
Accomplishment 2 - Correlation Study	III	--	--
Accomplishment 3 - Comprehensive Coverage	II	.88	175
Accomplishment 4 - Instrument Testing	Ongoing	.07	15
Objective 2 - EEO 3/			
Accomplishment 1 - EEO Education	Ongoing	--	--
Accomplishment 2 - Women's Career Development Course	II	--	--
Accomplishment 3 - Handicapped Programs	IV	--	--
TOTAL		1.00	200

1/ No actions are suggested for policy issues, legislation or public participation.

2/ All other resources for objectives 1 and 2 plus all other support activities of the Office of Deputy Administrator are included in the resources of other Science Program activities.

3/ Assumes availability of funds, skills and personnel, and assistance from Administrative Management Division.

FY 1980 PROGRAM ACTIVITY PLAN
FOR THE CHEMISTRY DIVISION

ACTIVITY LEADER: Richard L. Ellis

ACTIVITY ABSTRACT:

This Division is responsible for the development of analytical methods and the improvement of existing methods, including the testing and evaluation of new, highly sophisticated scientific instrumentation for use by the Field Service Laboratories Division. The Division also: participates with the FDA in evaluating residue analytical procedures submitted with each New Animal Drug Application (NADA); plans, reviews, and evaluates the chemistry program of the National Staff Laboratory; conducts and evaluates check samples of programs with the Field Service Laboratories Division and the Certified and Recognized Laboratory Programs; and plans and coordinates the Science Safety Program for all Science Laboratories and their personnel.

This Division fulfills the needs of MPI for exceptionally complex analyses and special studies.

ACTIVITY OBJECTIVES:

1. Develop analytical methods suitable for a regulatory program, and improve existing methods. In conjunction with this activity, conduct ruggedness testing and collaborative studies to validate newly developed or improved methods prior to their implementation in the Field Service Laboratories.

Accomplishment 1: Evaluate and introduce improved sulfonamide Tishler Option A procedure; develop rapid in-field screening and identification method; conduct ruggedness test and collaboratively study new Gas Chromatography/Mass Spectrometry (GC/MS) sulfonamide quantitation procedure.

Accomplishment 2: Complete development of a tetracycline quantitation screen. This will include conducting a ruggedness test, and collaborative study, as well as familiarization and priority introduction into the Field Service Laboratories.

Accomplishment 3: Develop a chloramphenicol analytical method. This includes the same related activities described in Accomplishment 2.

Accomplishment 4: Evaluate and refine an analytical procedure for low level nitrite analysis. The necessary ruggedness test collaborative studies and familiarization program will be carried out.

Accomplishment 5: Review methodology and develop a satisfactory analytical procedure for pentachlorophenol. A ruggedness test and collaborative study will be conducted as well as familiarization prior to introduction into the Field Service Laboratories.

Accomplishment 6: Initiate necessary background and development work for a triazine screening procedure. This will include identification of compounds to be included and review of available analytical methods.

Accomplishment 7: Test and evaluate new analytical instruments - such as high pressure liquid chromatographs, amino acid analyzer, quadripole mass spectrometers and spectrophotometers - and provide all Field Service Laboratories with training and advisory services as mutually defined by Chemistry and Field Service Laboratories Division.

Accomplishment 8: Participate with FDA and other laboratories in at least two interagency collaborative studies for validation of analytical methods for detection of drug residues in animal tissues.

Accomplishment 9: Plan and perform two pilot and exploratory surveillance programs with Residue and Surveillance, and Field Service Laboratories Divisions.

Accomplishment 10: Define analytical needs for nutritional analyses and develop new methods, if needed.

2. Establish the Certified Laboratory Program through publication in the Federal Register.

Accomplishment 1: Complete the operations manual for the Certified Laboratory Reviewers.

Accomplishment 2: Coordinate and complete the rule-making process.

Accomplishment 3: Expand existing computer support as necessary to include increased statistical evaluation.

3. Establish the Recognized Laboratory program through publication in the Federal Register.

Accomplishments 1, 2 and 3 are the same as those described in Activity/Objective 2.

Accomplishment 4: Expand the Recognized Laboratory Program into those states not now included in the Program.

4. Develop and coordinate Quality Assurance programs for existing and newly developed analytical methods.

Accomplishment 1: Review and provide an evaluation report for each FSQS - Chemistry Division in the three Field Services Laboratories.

Accomplishment 2: Review and provide an evaluation report for all contract laboratories twice yearly.

Accomplishment 3: Review and provide an evaluation report for Certified and Recognized Laboratories on a yearly basis.

Accomplishment 4: Prepare and disseminate quality assurance samples to appropriate laboratories as part of the overall laboratory performance evaluation.

Accomplishment 5: Develop and implement new or improved quality assurance programs for sulfonamides, nitrosamines, tetracyclines, chloramphenicol, new nitrite procedures, pentachlorophenol, rapid screening tests, chlorinated hydrocarbons and for other existing programs defined by the needs of the Field Service Laboratories Division.

5. Develop an improved safety program for Science laboratories.

Accomplishment 1: Plan and coordinate an expanded safety program including the necessary training aids for all Science laboratories and their personnel.

Accomplishment 2: Review and expand a laboratory safety manual and implement mechanisms for improved safety performance.

Accomplishment 3: Reduce the incidence of accidents per 1,000 hours worked.

Accomplishment 4: Reduce the incidence of absences due to work related causes.

TABLE 28. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
CHEMISTRY DIVISION

Objectives and Accomplishments	Quarter Completed	Resources Planned		Suggested Actions 1/	
		Person-Years	Dollars (000)	Policy Issues	Public Part.
Objective 1 - Analytical Methods 2/ Accomplishment 1 - Tishler A	II	34	1,110		
Accomplishment 2 - Tetracycline	III				
Accomplishment 3 - Chloramphenicol	III				
Accomplishment 4 - Low Level Nitrite	IV				
Accomplishment 5 - Pentachlorophenol	IV				
Accomplishment 6 - Triazine screening	IV				
Accomplishment 7 - Analytical Instruments	IV & I of FY 1981				
Accomplishment 8 - FDA Collaboration	IV & I of FY 1981				
Accomplishment 9 - Exploratory Surveillance	Ongoing				
Accomplishment 10 - Nutritional Analysis	Ongoing				
Objective 2 - Certified Lab. Accomplishment 1 - Operations Manual	I	2	65		
Accomplishment 2 - Rulemaking	I			X 3/	X 4/
Accomplishment 3 - Increase Statistical Evaluation	II				
Objective 3 - Recognized Lab. Program Accomplishment 1 - Operations Manual	III	2	65		
Accomplishment 2 - Rulemaking	I			X 3/	X 4/
Accomplishment 3 - Increase Statistical Evaluation	IV				
Accomplishment 4 - Expand Program	IV				

TABLE 28. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
CHEMISTRY DIVISION - Continued

Objectives and Accomplishments	Quarter Completed	Resources Planned		Suggested Policy Issues	Action 4/ Public Part.
		Person-Years	Dollars (000)		
Objective 4 - Quality Assurance (QA)		6	196		
Accomplishment 1 - Review & Evaluate FSQS Labs	Ongoing				
Accomplishment 2 - Review & Evaluate Contract Labs	Ongoing				
Accomplishment 3 - Review & Evaluate Certified & Recognized Labs	Ongoing				
Accomplishment 4 - Sample Performance Evaluation	Ongoing				
Accomplishment 5 - Develop & Implement QA Programs	Ongoing				
Objective 5 - Safety Program		1	32		
Accomplishment 1 - Plan & Coordinate	Ongoing				
Accomplishment 2 - Safety Manual & Mechanisms	Ongoing				
Accomplishment 3 - Reduce accidents					
Accomplishment 4 - Reduce absences					
TOTAL		45	1,468		

- 1/ No action is suggested for legislation.
- 2/ Depends upon availability of computer resources.
- 3/ Requires policy decision or rulemaking.
- 4/ Publication in Federal Register will require subsequent review and public comment.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE FIELD
SERVICE LABORATORIES DIVISION

ACTIVITY LEADER: Neal J. Whitney

ACTIVITY ABSTRACT:

The Field Service Laboratories Division (FSLD) provides analytical service support in chemistry, microbiology and pathology. These services are currently provided by multidisciplinary laboratories located in Athens, Georgia; St. Louis, Missouri; San Francisco, California; Peoria, Illinois and Kansas City, Kansas.

Service support is provided primarily in response to the program needs of Compliance, Meat and Poultry Inspection and Science's Residue Evaluation and Planning Division. Analyses conducted by the Field Service Laboratories (FSL) yield data to determine the presence of food additives, environmental contaminants, the nutritional value of meat and poultry products and economic fraud. Further, diagnostic services are carried out to identify disease, parasites and related conditions.

Currently, the Field Service Laboratories are supporting a major FSQS monitoring and surveillance program intended to prevent the marketing of animals containing illegal drug and chemical residues. On an annual basis the FSL's conduct approximately 20,000 analyses of tissue samples randomly selected from meat and poultry carcasses at slaughtering plants throughout the country.

In response to Science's Chemistry Division, FSL personnel also provide on-site technical review of certified and recognized laboratories nationwide. This program assures the quality and integrity of results produced by non-USDA analytical laboratories.

ACTIVITY OBJECTIVES:

1. Expand response capability without increasing personnel complement of FSL's for increased analyses planned by the Residue Evaluation and Surveillance Division.

Accomplishment 1a: Increase the number of cooperative agreements between USDA and state laboratories; or

Accomplishment 1b: Establish contracts between the private sector and USDA.

Accomplishment 2: Provide training in residue analyses for FSL personnel previously associated with food chemistry.

2. Consolidate the FSL's into three multidisciplinary analytical support activities.

Accomplishment 1: Acquire facilities in St. Louis, Missouri.

Accomplishment 2: Acquire facilities in Athens, Georgia.

Accomplishment 3: Close facilities in Peoria, Illinois and Kansas City, Kansas. Reassign those personnel and resources to St. Louis and Athens.

3. Implement the "Centers of Excellence" concept in FSL's.

Accomplishment 1: Establish a nationally recognized capability for analyses of chlorinated hydrocarbons at San Francisco, California.

Accomplishment 2: Establish a nationally recognized capability for analyses of sulfonamides, hormones and antibiotics at St. Louis, Missouri.

Accomplishment 3: Establish a nationally recognized capability for analyses of nitrosamines, trace metals and poultry drugs at Athens, Georgia.

4. Implement new methods developed by the various disciplines.

Accomplishment 1: Implement new chemistry methods.

Accomplishment 2: Implement new microbiology methods.

Accomplishment 3: Implement new pathology and epidemiology methods.

Accomplishment 4: Continue laboratory analyses.

TABLE 29. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
FIELD SERVICES LABORATORY

Objectives and Accomplishments	Quarter Completed	Resources Planned		Suggested Action 1/
		Person-Years	Dollars (000)	
Objective 1 - Expand FSL Response Capability		.5	261	
Accomplishment 1a - Increase cooperative agreements, or	IV	--	--	X <u>2</u> /
Accomplishment 1b - Establish Contracts	II	--	--	
Accomplishment 2 - Provide Training	III	--	--	
Objective 2 - Consolidate Field Service Laboratories		.5	265	
Accomplishment 1 - Acquire St. Louis Facility <u>3</u> /	I	--	--	
Accomplishment 2 - Acquire Athens Facility	I	--	--	
Accomplishment 3 - Close facilities and relocate resources	II	--	--	
Objective 3 - Implement "Centers of Excellence"		1/	11	
Accomplishment 1 - Establish San Francisco (GHC's)	II	--	--	
Accomplishment 2 - Establish St. Louis (sulfonamides, hormones, and antibiotics)	III	--	--	
Accomplishment 3 - Establish Athens (nitrosamines, trace metals, poultry drugs)	III	--	--	
Objective 4 - Implement methods <u>5</u> /		170.0	6,472	
Accomplishment 1 - Chemistry	IV	--	--	
Accomplishment 2 - Microbiology	IV	--	--	
Accomplishment 3 - Pathology	IV	--	--	
Accomplishment 4 - Continue Laboratory Analyses	Ongoing	--	--	
TOTAL		171.0	7,009	

1/ No actions are suggested for policy issues or public participation.

2/ Requires OMB decision on continuation of cooperative agreements.

3/ Assumes GSA delivers in December 1979.

4/ Less than 0.5 person-years.

5/ Assumes new methods are developed.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE
FOOD INGREDIENT ASSESSMENT DIVISION

ACTIVITY LEADER: Donald D. Derr

ACTIVITY ABSTRACT:

The Food Ingredient Assessment Division (FIAD) is responsible for providing analytical, consultative and planning services in the areas of food ingredients, nutrition, and product safety. The Division coordinates formulation of FSQS nutrition policy - by serving as liaison between FSQS and nutritionists in other programs - by informing personnel of new developments in nutrition that might affect Agency programs, and by recommending necessary nutritional research. This Division serves as the FSQS information source on nutrition-related subjects. It also develops recommendations criteria requirements of fortification ingredients used in meat and poultry products and evaluates analytical methodology for nutritional analyses. In the area of product safety, the Division: determines the chemical safety of direct and indirect food additives used in food products regulated by Meat and Poultry Inspection (MPI); evaluates packaging materials and chemical compounds for safety; and evaluates containers for integrity and performance. The impact of the work and responsibility assigned to the Division is national and international in scope and significance, since all classes of domestic, imported, and exported meat and poultry products, ingredients used therein, and the great variety of compounds and packaging materials used in official plants are approved directly or indirectly by this Division.

ACTIVITY OBJECTIVES:

1. Coordinate formulation of Agency nutrition policy.

Accomplishment 1: Set up the Nutrition Branch and obtain approval of its proposed activities.

Accomplishment 2: Identify and recommend needed research.

Accomplishment 3: Participate in an interagency task force to develop criteria for nutrition labeling and for labeling for sugar content.

2. Serve as a source of information for the Agency on nutrition related topics.
3. In association with other Divisions, conduct the evaluation of health and safety of ingredients, food additives and residues.

Accomplishment 1: Develop information on the consumption of bacon fat by individuals in the United States.

4. Develop Agency fortification of criteria.

Accomplishment 1: Prepare a background paper on current fortification practices and perceived needs for change.

5. Determine the chemical safety of direct and indirect food additives used in food products regulated by MPI.

Accomplishment 1: Reconcile the difference between FDA and USDA concerning the food additives status of added substances in scald water and cooling retort water.

Accomplishment 2: Evaluate proprietary additive mixtures such as branding inks and smoke flavors submitted by industry, with a six week turnaround time.

6. Determine the chemical safety of packaging materials and non-food compounds used by industry during the processing of food products regulated by MPI.

Accomplishment 1: Maintain a six week turnaround time for processing requests for evaluation.

Accomplishment 2: Maintain adequate records to publish the "List of Chemical Compounds" and to provide information on authorized compounds and packaging materials.

Accomplishment 3: Expand the "List of Chemical Compounds" to include the listing of compounds currently authorized by letter only. The list will still not include packaging materials, paints, and similar or associated materials.

7. Evaluate containers for integrity and performance.

Accomplishment 1: Work with the American Society for Testing and Materials (ASTM) to establish material and testing specifications for flexible and semi-rigid containers.

Accomplishment 2: Evaluate the containers.

TABLE 30. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
FOOD INGREDIENT ASSESSMENT DIVISION

Objectives and Accomplishments	Quarter Completed	Resources Planned		Suggested Action 1/	
		Person-Years	Dollars (000)	Policy Issues	Public Part.
Objective 1 - Nutrition Policy Coordination					
Accomplishment 1 - Set up Branch <u>7/</u>	I	0.6	14	X <u>2/</u>	
Accomplishment 2 - Recommend research	III	0.3	7		
Accomplishment 3 - Label Task Force <u>8/</u>	III	0.6	14	X <u>3/</u>	X <u>4/</u>
Objective 2 - Nutrition Information Source	Ongoing	2.0	44		
Objective 3 - Health & Safety Evaluation					
Accomplishment 1 - Bacon fat consumption study <u>9/ 10/</u>	I	0.4	14		
Objective 4 - Fortification Criteria					
Accomplishment 1 - Fortification background paper	IV	0.5	12		
Objective 5 - Direct & Indirect additive evaluation					
Accomplishment 1 - Water additives	I	0.3	7	X <u>5/</u>	X <u>9/</u>
Accomplishment 2 - Evaluate proprietary additives	Ongoing	0.7	17		
Objective 6 - Nonfood Compound & Packaging Material Evaluation					
Accomplishment 1 - Six week turnaround time	Ongoing	14.0	335		
Accomplishment 2 - Records Maintenance	Ongoing	5.1	122		
Accomplishment 3 - Explanation of List	II	0.5	12		

TABLE 30. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
FOOD INGREDIENT ASSESSMENT DIVISION - Continued

Objectives and Accomplishments	Quarter Completed	Resources Planned		Suggested Actions 1/	
		Person-Years	Dollars (000)	Policy Issues	Public Part.
Objective 7 - Evaluate Containers					
Accomplishment 1 - Establish Specifications <u>11/</u>	IV	0.2	5		X
Accomplishment 2 - Evaluate Containers	Ongoing	<u>0.8</u>	<u>19</u>		X
TOTAL		26.0	622		
<p>1/ No action is suggested for legislation.</p> <p>2/ Branch aims and proposed activities need concurrence of USDA Nutritional Coordinator and Administrator, Human Nutrition Center, SEA, and approval of FSQS Administrator.</p> <p>3/ Recommendations of Task Force need approval of FSQS Administrator and Assistant Secretary for Food and Consumer Services.</p> <p>4/ Compliance Program will incorporate approved recommendations of the Task Force into proposed regulations on nutrition labeling, and publish them for comment.</p> <p>5/ FDA has decided that cooling water additives are not food additives. Now FSQS must decide whether to continue regulation of the substances.</p> <p>6/ There are outstanding proposed rulemakings involving scald additives and cooling water additives which will require public comment.</p> <p>7/ Assumes Branch functions have the concurrence of the USDA Nutrition Coordinator.</p> <p>8/ Assumes concurrence of FDA & FTC.</p> <p>9/ Assumes FDA will provide consumption data.</p> <p>10/ Adequate data on nitrosamine content of bacon fat is available in the published literature.</p> <p>11/ Concurrence of FDA, DOD and industry is required.</p>					

FY 1980 PROGRAM ACTIVITY PLAN FOR THE
MATHEMATICS AND STATISTICS DIVISION

PROGRAM LEADER: Bert Levy

ACTIVITY ABSTRACT:

This Division provides mathematical and statistical support to all organizational segments of FSQS. The supportive service covers the areas of experimental design and quality control, and includes: staff support for designing acceptance sampling schemes, and grading and inspection procedures for the program; design of sampling surveys for product standard studies; development of residue monitoring and surveillance studies in cooperation with other staffs; analysis and summarization of data developed within the Agency, including delineation of the limits of warranted inferences; and review and assessment of scientific studies performed outside the program in support of regulatory actions.

ACTIVITY OBJECTIVES:

1. Provide support services to MPI, especially their voluntary quality control (QC) efforts and disease reporting system.
2. Provide support services to Science with special emphasis on laboratory Quality Control procedures and the residue program.
3. Provide support services to Commodity Services with special emphasis on the Government-Wide Food Quality Assurance efforts and beef grading instrumentation.
4. Provide support services to Compliance with special emphasis in the product standards and labeling areas.
5. Provide support services to other FSQS functions. The supportive services of this Division are limited to ongoing programs.

TABLE 31. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
MATHEMATICS AND STATISTICS DIVISION

Objectives and Accomplishments <u>1/</u>	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1 - Support for MPI	Ongoing	4.5	127
Objective 2 - Support for Science	Ongoing	5.0 <u>2/</u>	141
Objective 3 - Support for Commodity Services	Ongoing	7.0	198
Objective 4 - Support for Compliance	Ongoing	1.0	28
Objective 5 - Support for other FSQS elements	Ongoing	<u>0.5</u>	<u>14</u>
TOTAL		18.0	508

1/ No actions are suggested for policy issues, legislation or public participation.

2/ Two person-years are devoted to Science Data Processing Applications.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE
MICROBIOLOGY DIVISION

ACTIVITY LEADER: Ralph W. Johnston

ACTIVITY ABSTRACT:

The Microbiology Division is responsible both for the analytical aspects of microbiological laboratory techniques, and for advising other divisions of the significance of the laboratory results. Microbiological analyses may be pertinent to the assessment of food quality, the detection of public health hazards, economic adulteration, determination of the safety of food additives, and the detection of antibiotic residues in excess of legal tolerances. These activities are accomplished through:

Development of economical laboratory screening methods that permit the examination of sample numbers sufficiently large so that a small proportion of the samples will be selected as potentially violative;

Development or selection of laboratory reference methods which will withstand challenges from other scientists, industry, etc.;

Execution of special investigations on process or product safety and quality. The results of these investigations are used by FSQS in decision-making; and

Participation with other units in FSQS and other agencies, in the review of submitted technical information so as to advise on the accuracy and validity of such information. Reviews are conducted and prepared for consideration in FSQS policy decisions.

ACTIVITY OBJECTIVES:

1. Develop rapid screening test for detecting sulfa drug residues at violative levels in tissues. The test to be designed will be similar to the current Swab Test on Premises (STOP) which is practicable for use in FSQS laboratories in local laboratories, or in the plant.

Accomplishment 1: Review scientific literature and design the test.

Accomplishment 2: Evaluate the test for laboratory use (in conjunction with Chemistry Division).

Accomplishment 3: Conduct a field trial of the test.

2. Continue to develop an economical screening procedure for antibiotic residues at violative levels in live animal body fluids. Such a test could be used by FSQS employees, farmers, dairy co-ops, etc., to determine the presence of antibiotic levels in commercial stock prior to slaughter.

Accomplishment 1: Complete the cooperative FSQS/SEA studies on injected animals and depletion rates.

Accomplishment 2: Evaluate data and reduce the sensitivity of the test to detect violations only.

Accomplishment 3: Initiate pilot live animal trials in conjunction with STOP program.

3. Develop rapid, economical nuclease test to control the staphylococcal problem in fermented sausage product from some firms. (Current tests for this problem are time-consuming and expensive.)

Accomplishment 1: Continue to determine the sensitivity of the test and determine feasibility of non-destructive tests.

Accomplishment 2: Conduct a trial of the test in cooperation with Epidemiology Branch.

Accomplishment 3: Publish and adopt the test in FSQS and publicize the test to industry associations and scientists - to help them control the problem.

4. Conduct Salmonella benchmark surveys as called for by the U.S. Advisory Committee on Salmonella.

Accomplishment 1: Complete repeat salmonellae surveys of chicken and porcine species at Field Services Division Laboratories.

Accomplishment 2: Evaluate and disseminate chicken and porcine data.

Accomplishment 3: Conduct Field studies in chicken and turkey plants. Disseminate the data developed.

5. Develop Enzyme Linked Immunosorbent Assay (ELISA) test for simplified Staphylococcal enterotoxin test. This test would be used by the Field Services Division Laboratories and would expand FSQS scientific capabilities.

Accomplishment 1: Review literature.

Accomplishment 2: Develop test protocol for enterotoxin B.

Accomplishment 3: Using the ELISA test, develop an optimum food extraction system and determine the critical sensitivity.

6. Conduct a study to make Swab test plates shelf stable. These plates are used in the STOP program and may be used in the live animal testing program. This study would link shelf stability to reliability and economy.

Accomplishment 1: Carry out laboratory trials--use two approaches.

Accomplishment 2: If attained, conduct a field trial system in cooperation with the RES Division STOP program.

7. Establish data base management systems for STOP, special project microbiological plant surveys and microbiological surveillance data. These efforts will increase responsiveness and effectiveness.

Accomplishment 1: Design systems in cooperation with Management Improvement Division.

Accomplishment 2: Encode the data.

Accomplishment 3: Develop data retrieval programs.

8. Monitor the industry poultry chill water reduction studies.

Accomplishment 1: Coordinate industry, Science, and MPI's Field Operations and Technical Services plans for conducting the study.

Accomplishment 2: Monitor in-plant sampling procedures and laboratory studies if the study is undertaken.

9. Develop a policy for safe canning.

Accomplishment 1: Develop a system to obtain process schedules from non-domestic processors.

Accomplishment 2: Review non-domestic canning processes.

10. Perform unplanned special investigations and miscellaneous microbiological operations.

TABLE 32. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
MICROBIOLOGY DIVISION

Objectives and Accomplishments <u>1/</u>	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1 - Swab Sulfa Test		6	180
Accomplishment 1 - Design Test	III		
Accomplishment 2 - Lab Evaluation	IV		
Accomplishment 3 - Field Trial	IV & I (FY 1981)		
Objective 2 - Live Animal Swab Test		6	180
Accomplishment 1 - Complete Initial Animal Tests	II		
Accomplishment 2 - Adjust (Desensitize)	III		
Accomplishment 3 - Field Trial	IV		
Objective 3 - Rapid Nucluease Test for Fermented Sausage		5	150
Accomplishment 1 - Determine Method Sensitivity	II		
Accomplishment 2 - Field Trial	IV		
Accomplishment 2 - Publicize & Distribute	IV		
Objective 4 - Salmonella Benchmark Surveys		6	180
Accomplishment 1 - Complete Chicken & Porcine	I		
Accomplishment 2 - Assemble & Disseminate Chicken & Porcine Data	III		
Accomplishment 3 - In Plant Studies Chicken & Turkey	IV		
Objective 5 - Develop ELISA test for Enterotoxin		4	120
Accomplishment 1 - Literature Review	Ongoing		
Accomplishment 2 - Design Test	III		
Accomplishment 3 - Trial Test in Lab	IV		

TABLE 32. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
MICROBIOLOGY DIVISION - Continued

Objectives and Accomplishments <u>1/</u>	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 6 - Make STOP Plates Shelf Stable		3	90
Accomplishment 1 - Laboratory Trial of Systems	IV		
Accomplishment 2 - Field Trials	IV		
Objective 7 - Canning Processes		4	120
Accomplishment 1 - Design System	I		
Accomplishment 2 - Encode Data	III		
Accomplishment 3 - Develop Retrieval Systems	IV		
Objective 8 - Monitor Poultry Chill Water Study		3	90
Accomplishment 1 - Coordinate Industry FSQS Plans	I		
Accomplishment 2 - Monitor Sampling & Testing if Undertaken	III		
Objective 9 - Canning Policies		3	90
Accomplishment 1 - Develop Process Schedules for Non-domestic Processors	II		
Accomplishment 2 - Evaluate Non-Domestic Canning Processes	Ongoing		
Objective 10 - Special Investigations & Miscellaneous Microbiology	Ongoing	<u>9</u>	<u>270</u>
TOTAL		49	1,470

1/ No actions are suggested for policy issues, legislation or public participation.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE
PATHOLOGY AND EPIDEMIOLOGY DIVISION

ACTIVITY LEADER: Jack C. Leighty

ACTIVITY ABSTRACT:

The Pathology and Epidemiology Division fulfills a variety of functions that include: contributing to the development of criteria for antemortem and postmortem inspection of animals and poultry; investigating emerging conditions involving human or animal health; operating a foodborne hazard control center; operating a national diagnostic pathology program; assisting in development and presentation of training programs in pathology and epidemiology for field personnel; conducting studies of infectious agents associated with food; developing serological testing systems for detecting infectious and toxic agents in foods; and maintaining liaison with State and Federal health agencies.

ACTIVITY OBJECTIVES:

1. Contribute to the development of criteria for antemortem and postmortem inspection of avian and mammal food animals.

Accomplishment 1: Work with a committee to re-evaluate the swine postmortem inspection procedures.

Accomplishment 2: Participate in the working group that is re-evaluating antemortem and postmortem regulations.

2. Evaluate selected diseases and conditions that affect animals at the time of antemortem and postmortem inspection and that present problems in identification and disposition.

Accomplishment 1: Conduct evaluations including: malignant melanomas in swine and horses, pyrrolizidine lesions in the livers of ruminants, skin lesions affecting disposition of swine, the differentiation of certain lesions in young chickens, pseudotuberculosis in sheep, chronic erysipelas in swine, and confinement in reared calves and serological changes in feeder cattle with liver lesions.

3. Complete prospective and retrospective studies of selected food-associated health and economic hazards; conduct epidemiological evaluation of current reports of health hazards involving food products; communicate with State and Federal agencies regarding foodborne hazards.

Accomplishment 1: Conduct a retrospective study and prepare a monograph on the hazard to human health resulting from the handling or consumption of pork containing nontuberculous mycobacteria.

Accomplishment 2: Obtain peer reviews of the monograph from medical scientists who are recognized authorities on the subject matter.

Accomplishment 3: Operate a Meatborne Hazard Control Center for coordinating the reporting, investigation and control of health hazards involving meat and meat products.

Accomplishment 4: Evaluate and submit reports on selected alleged foodborne health hazards-including physiologically active amines and on new techniques for control of alleged health and economic hazards - microwave destruction of zoonotic parasites, methods for quantifying the incidence of bone particles in meat, and methods for identifying meat adulterated with partially defatted fatty tissue.

Accomplishment 5: Develop information and recommendations on food associated health hazards. This is needed by FSQS management for policy determinations by field personnel involved in acute problems and by State and Federal agencies that share jurisdiction or other interest in such problems.

4. Plan, assist in the orderly implementation of, and evaluate the field laboratory programs that provide diagnostic pathology services to field inspectors; develop and present continuing education programs to field program supervisors and inspectors; and evaluate selected agents that are transmissible to humans through food.

Accomplishment 1: Identify changing service needs of the field program and develop recommendations for changes in personnel, methods, equipment and facilities to meet the needs.

Accomplishment 2: Conduct four continuing education programs for field veterinarians.

Accomplishment 3: Provide optional methods for the reduction and elimination of human health hazards associated with selected transmissible agents to FSQS management.

5. Develop serological tests for selected toxic and infectious agents associated with food in order to reduce costs and improve the quality of agency inspection programs.

Accomplishment 1: Direct the activities of contractors who are developing the basic testing systems and reagents for selected agents.

Accomplishment 2: Evaluate and report on the capabilities and limitations of tests that show promise for program use.

Accomplishment 3: Develop equipment required to apply the tests at staff laboratories, at field laboratories and in food producing plants.

Accomplishment 4: Develop programs for training and supervising personnel who apply the tests, controlling the quality of the testing procedure and procuring commercial quantities of quality for field use.

TABLE 33. -FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
PATHOLOGY AND EPIDEMIOLOGY DIVISION

Objectives and Accomplishments <u>1/</u>	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1 - Antemortem and Postmortem criteria <u>2/</u> Accomplishment 1 - Re-evaluation Committee Accomplishment 2 - Work group	Ongoing	.5	23
Objective 2 - Evaluate Antemortem & Postmortem Diseases & Conditions Accomplishment 1 - Conduct Evaluation	Ongoing	7.0	302
Objective 3 - Epidemiology <u>3/</u> Accomplishment 1 - Retrospective Study Accomplishment 2 - Peer Reviews Accomplishment 3 - Hazard Control Center Accomplishment 4 - Hazard Evaluation Accomplishment 5 - Recommendations	II III Ongoing Ongoing Ongoing	8.0	347
Objective 4 - Evaluate Diagnostic Pathology Services <u>4/</u> Accomplishment 1 - Field Laboratory Accomplishment 2 - Continuing Education Accomplishment 3 - Reduce Health Hazards	Ongoing III Ongoing	1.5	64
Objective 5 - Seriological Tests <u>5/</u> Accomplishment 1 - Direct Contractions Accomplishment 2 - Test Evaluation Accomplishment 3 - Develop Equipment Accomplishment 4 - Develop & Implement Training & Supervision	Ongoing Ongoing Ongoing Ongoing	8.0	347
TOTAL		25.0	1,083

1/ No actions are suggested for policy issues, legislation or public participation.

2/ Assumes full year's programs.

3/ Assumes required information available. Cooperation of experts is necessary. Workload determined by others.

4/ Assumes activity in all quarters. Field operations will fund as planned. Workload determined by others.

5/ Assumes contracts with University of Georgia & Los Alamos will continue. Personnel available. Serological Laboratories constructed.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE
RESIDUE EVALUATION AND SURVEILLANCE DIVISION

ACTIVITY LEADER: John Spaulding

ACTIVITY ABSTRACT:

The Residue Evaluation and Surveillance Division is responsible for developing an overall approach to control residues occurring in the meat and poultry supply so that the incidence and levels of toxic compounds present are held to the absolute minimum. This is accomplished through:

1. The design and utilization of residue monitoring and surveillance programs to detect the presence and extent of residues in meat and poultry;
2. Encouragement of residue programs in private States and industries, both on a cooperative and on an independent basis, and interaction with other federal agencies to assure that their programs are not contributing to a toxic residue in meat and poultry;
3. Giving advice and counseling to foreign governments about ways to operate a successful residue program so that imported meat does not contain residues; and
4. Participation with Extension Service and breed organizations to increase producer awareness of the need to include consideration of residue control in their management programs.

The legal authority for this program is contained in both the Poultry Products Inspection Act and the Federal Meat Inspection Act under the definitions of adulteration. According to that definition a product must be considered adulterated when it contains toxic substances which are considered or may be considered hazardous to health. This makes the detection of residues an essential part of the total inspection effort to detect adulteration in the meat supply.

ACTIVITY OBJECTIVES:

1. Design, coordinate, and perform normal operations for the residue programs.

Accomplishment 1: Form a Surveillance Advisory Team with EPA and FDA to select compounds for which tests will be conducted.

Accomplishment 2: Expand the number of compounds being monitored in residue program.

Accomplishment 3: Develop specific information on each toxic compound which could be expected to be in the meat supply.

2. Expand the inplant testing program.

Accomplishment 1: Expand the use of the swab test to more cattle and more slaughter plants.

3. Increase the availability of knowledge about residues at the inplant inspection level and production level.

Accomplishment 1: With the cooperation of the FSQS Training Center, develop a course on residue sources, detection, and control.

Accomplishment 2: With the cooperation of the Information Division and Extension Service coordinate a continuing educational program on sulfonamide and antibiotic residues.

4. Improve Foreign Residue Program.

Accomplishment 1: Obtain additional information concerning drugs and pesticides used in other countries.

Accomplishment 2: Initiate a testing program on imported meats or compounds used in foreign countries which are used in U.S. but are not included in domestic residue program.

TABLE 34. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
RESIDUE EVALUATION AND SURVEILLANCE DIVISION

Objectives and Accomplishments	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1 - Residue Program Operations			
Accomplishment 1 - Surveillance Advisory Team	II	2	61
Accomplishment 2 - Expand numbers of compound	III	2	61
Accomplishment 3 - Develop Information	IV	4	122
Objective 2 - Expand Inplant Testing			
Accomplishment 1 - Expand Swab Testing	III	2	61
Objective 3 - Increase Inspectors Knowledge			
Accomplishment 1 - Develop Course	II	2	61
Accomplishment 2 - Educational effort	Ongoing	2	61
Objective 4 - Improve Foreign Programs			
Accomplishment 1 - Obtain Information	II	1	30
Accomplishment 2 - Initiate Testing <u>2</u>	IV	<u>2</u>	<u>61</u>
TOTAL		17	518

1/ No actions are suggested for policy issues, legislation or public participation.

2/ It will take more than three years to fully implement because of international aspect.

SECTION VII
ADMINISTRATIVE MANAGEMENT

FY 1980 PROGRAM AREA FOR ADMINISTRATIVE MANAGEMENT

PROGRAM LEADER: Joseph Powers

PROGRAM ABSTRACT:

The Administrative Management Program Area is responsible for providing administrative management services to meet FSQS needs. This program area participates with the Administrator in the planning and formulation of policies and programs for the effective direction of FSQS programs, and with other components of FSQS in developing and reviewing policy and procedures relating to FSQS programs. Additionally, Administrative Management provides all organizational segments of FSQS with a variety of administrative management services. These services include budget formulation, presentation, and execution; long-range planning and forecasting, annual workplans and related evaluations; financial analysis; personnel administration and resources management; organizational review, analysis and response; agency information access and control; Executive Secretariat coordination and support services; management of material procurement, real and personal property, and office services; and, management improvement initiatives.

Another function of this program area is to execute cooperative agreements and Master Memoranda of Understanding for all agreements between FSQS and other agencies, and all servicing agreements. Also, Administrative Management implements National, Department, and FSQS administrative management policies, program goals, and objectives. Administrative management also coordinates activities and provides leadership, assistance, guidance and expertise in the implementation of the Equal Employment Opportunity Program.

The legal authorities for the work of the Administrative Management Program Area are contained in the Antideficiency Act; the Budget and Accounting Act; the Budget and Accounting Procedures Act; the Congressional Budget and Impoundment Control Act; the Civil Service Reform Act; the Freedom of Information Act; and, the Privacy Act.

PROGRAM GOALS:

1. To perform planning functions by participating in the development, implementation and monitoring of an agencywide planning system.
2. To develop staffing activities to include the following:
develop job standards and appraisal system for GS/13-15;
develop manpower assessment and planning for recruitment and training needs; and develop Affirmative Action Plan consistent with Equal Employment Opportunity/Office Personnel Management (EEO/OPM) Policy which will emphasize both recruitment and Upward Mobility.
3. To perform organizing functions to promote agency standardization and uniformity including the following:
uniform code of conduct; compliance agencywide; regulations review; Freedom of Information Act (FOIA) regulations; and Agency position management policy and procedures.
4. To develop controlling activities to improve the funds control and to refine the Agency accounting system to meet management needs.

Table 35. - ADMINISTRATIVE MANAGEMENT PROGRAM AREA:
RESOURCES PLANNED FOR FY 1980

Program Activity	FY 1980 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Administrator	5	1	346	3
Office of the Deputy Administrator	5	1	155	2
Executive Secretariat	20	6	360	3
Administrative Services Division	92	25	3,044	28
Budget, Planning & Evaluation	26	7	800	7
Finance Division	38	11	896	8
Management Improvement Division	30	8	1,452	13
Personnel Division	137	39	3,671	33
Labor Management Relations Staff	9	2	275	3
Total Program Area	362	100	10,999 1/	100

1/ Data represents appropriated funds and do not include trust or reimbursable funds. Does not include \$13,904,000 central support and \$2,441,000 reimbursable funds. The central support is allocated among program areas.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE
EXECUTIVE SECRETARIAT

ACTIVITY LEADER: Nancy F. Moody

ACTIVITY ABSTRACT:

The Executive Secretariat is responsible for: administration of the Freedom of Information Act (FOIA) and Privacy Act (PA); management of the FSQS Information Processing Center and the Docket Reference Room; management of agency level priority assignment tracking systems; and coordination of special projects and conference support.

ACTIVITY OBJECTIVES:

1. Provide responses to FOIA/PA requests at headquarters level and publish agency FOIA regulations.

Accomplishment 1: Handle approximately 500 requests.

Accomplishment 2: Develop and publish agency FOIA regulations.

2. Manage and revise the priority assignment, control and tracking system for the Administrator and Deputy Administrators.

Accomplishment 1: Revise the Agency Workplan format to mesh with the new agency planning system.

Accomplishment 2: Provide weekly reports to the Administrator and Deputy Administrators on the status of correspondence and projects.

3. Provide efficient, prompt word processing service for the agency.

Accomplishment 1: Provide timely service in handling typing requests (estimated 1,275,000 lines).

4. Provide other administrative services, including:

a. Manage the Docket Reference Room

Accomplishment 1: Obtain official certification of dockets going to the Federal Register (estimated 55 dockets).

Accomplishment 2: Receipt and orderly maintenance of public comments (estimated 1,200 comments).

b. Provide administrative support service for advisory committee meetings.

Accomplishment 1: Provide administrative support for three meetings of the Advisory Committee on Meat and Poultry Inspection.

c. Coordinate special projects, such as agency involvement in conferences, arrangements for visitors and cross-program reports.

Accomplishment 1: Provide administrative support service for an estimated 15 special projects.

TABLE 36. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
EXECUTIVE SECRETARIAT

Objectives and Accomplishments <u>1/</u>	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1 - FOIA			
Accomplishment 1 - Responses	IV	4.0	72
Accomplishment 2 - Regulations <u>2/</u>	I	0.5	9
Objective 2 - Priority System			
Accomplishment 1 - Revision of Workplan <u>3/</u>	I	0.5	9
Accomplishment 2 - Weekly Reports	Ongoing	0.5	9
Objective 3 - Word Processing Service	IV	12.0	216
Objective 4 - Manage Docket			
Reference Room provide support service for advisory committee meetings, coordinate special projects, operate priority tracking systems.	IV	<u>2.5</u>	<u>45</u>
TOTAL		20.0	360

1/ No actions are suggested for policy issues, legislation or public participation.

2/ Assumes completion of consultant's review during FY 1979.

3/ Assumes format for planning system will be established.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE ADMINISTRATIVE
SERVICES DIVISION

ACTIVITY LEADER: O. V. Cummings

ACTIVITY ABSTRACT:

The Administrative Services Division (ASD) is responsible for providing administrative support to the FSQS programs and management divisions. This support is in the form of technical assistance on requirements and specifications for construction contracts; interpretation of standards for procurement and supply items; and selection of small and minority contractors wherever possible.

ASD is responsible for administering an Agency-wide property management system for the control of all personal and real property. The Division also provides Agency Headquarters Staff with mail, messenger, supply and laborer services.

Additionally, ASD formulates plans, policies, and procedures for records and correspondence management as well as forms and reports management. Also the Division is responsible for establishing and maintaining an effective user-oriented integrated issuance system for the Agency. ASD also develops and recommends plans, policies, and procedures governing the Agency's printing, binding, and other services related to reproduction, distribution and mailing functions. Responsibility for the postage costs and related data is incumbent upon ASD.

ACTIVITY OBJECTIVES:

1. Procure necessary furniture equipment and supplies at the lowest possible cost and meet the Agency goal of \$695,000 for awards to minority and disadvantaged contractors. Process 35 contracts for approximately \$1 million. Process 5,500 purchase orders amounting to \$3.6 million. Process 400 agreements.
2. Maintain an effective personal and real property control system, and arrange for timely repairs, alterations and services in FSQS offices. Provide 50 office layouts for headquarters realignments. Process renovation work authorizations and handle leasing service complaints for 282 field offices and 800 headquarters employees. Process 5,000 inventory adjustments for over \$12 million worth of personal property. Process 300 telephone system change orders. Continuously review telephone bills for accuracy and excess charges.

3. Provide timely administrative support for mail, supply, laborer, and messenger service. Process 65 tons of mail in headquarters and 16 tons of mail in Minneapolis. Transmit or receive 7,150 telecopier transmissions. Process 9,600 supply room requisitions in headquarters and 2,800 in Minneapolis. Print 2 million duplicating impressions in Minneapolis. Process 4,500 actions in central files. Deliver 7,900 special delivery mail items in headquarters. Provide laborer assistance and receipt of furniture and equipment for over 600 purchase orders delivered to Washington Headquarters.
4. Give technical guidance and direction to FSQS field offices and conduct periodic reviews of administrative procedures. Conduct 36 field office reviews for the Administrative Services delivery system. Give guidance and direction in response to 2,200 telephone requests from field offices.
5. Maintain a paperwork management system in accordance with the National Archives and Records Service, including disposal schedules and file systems. Conduct two annual agency-wide mail volume surveys. Provide records assistance to 260 requests. Conduct 40 equipment reviews and five records surveys. Provide records training to 100 employees. Publish an annual reports catalog. Maintain a correspondence manual. Track reports: 42 public use reports, 142 external reports, 50 internal USDA reports and 120 internal FSQS reports. Publish 150 Agency Notices. Publish 100 Directives. Publish a Directives Index twice annually. Publish two Agency office directories and two agency service guides.
6. Provide forms design and printing and mailing services that meet the Agency deadlines at the lowest possible cost. Develop 140 new forms. Revise 300 existing forms. Reprint 200 forms. Develop 300 form exhibits. Publish an Agency use forms catalog. Process 250 printing orders through GPO, costing \$785,000. Process 950 printing orders in USDA plant, costing \$200,000. Process 500 orders for mail distribution service, for \$33,000.

TABLE 37. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
ADMINISTRATIVE SERVICES DIVISION

Objectives and Accomplishments <u>1/</u>	Quarter Completed	Resources Planned	
		Person- Years	Dollars (000)
Objective 1 - Procurement & Contracting	IV	12	296
Objective 2 - Property Systems	IV	22	765
Objective 3 - Support Services	IV	20	872
Objective 4 - Guidance and Reviews	IV	7	183
Objective 5 - Paperwork Systems	IV	14	346
Objective 6 - Forms & Printing	IV	<u>17</u>	<u>582</u>
TOTAL		92	3,044

1/ No actions are suggested for policy issues, Legislation or public participation.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE BUDGET, PLANNING
AND EVALUATION DIVISION

ACTIVITY LEADER: William West

ACTIVITY ABSTRACT:

The Budget, Planning and Evaluation Division is responsible for the guidance, direction and coordination of the overall budget; planning and forecasting; and evaluation of the processes necessary to meet Agency and Department requirements. The Division is also responsible for the formation, presentation and execution of the budget. In addition, the Division participates in establishing program objectives, quarterly milestones, and annual budget targets. Also, the Division coordinates development of annual travel plans and other operational and/or technical plans. Another function includes tracking, reviewing and evaluating program progress on a continuing basis to identify trends, and potential and actual problems.

Legal authorities for this program activity are contained in the Antideficiency Act of 1870 (31 U.S.C. 665), as amended in 1950, which includes prohibitions against over obligation of funds or expenditures in advance of appropriations. The Budget and Accounting Act of 1921 (31 U.S.C.) Sec. 201(a) directs the President to formulate a national budget. In addition, the Budget and Accounting Procedures Act of 1950 (Public Law 784, 31 U.S.C.) Sec. 113, states that the Federal Government shall provide "full disclosure of the results of financial operations..."

The Congressional Budget and Impoundment Act of 1974 (Public Law 93-344, U.S.C. 602) provides for budget process activities in the agency as follows: initiation and completion of analytical studies needed to reach decisions on the program issues identified in the Office of Management Budget (OMB), intra-agency budget reviews; and preparation of budget estimates and reports on analytical studies for submission to OMB.

ACTIVITY OBJECTIVES:

1. Present and justify the agency's FY 1981 budget and formulation of the FY 1982 budget to the Department, OMB, and Congress.

Accomplishment 1: Present the FY 1981 budget to Department officials, OMB and Congress. Coordinate the development of presentations on the budget to the Assistant Secretary, Secretary of USDA, OMB and to all necessary Congressional hearings. Prepare Explanatory Notes, approximately 40-50 pages of material, for congressional use.

Accomplishment 2: Justify the FY 1981 budget to the Department, OMB and Congress. Prepare Supporting Data for each level of every program to support the zero-base budget (ZBB). Attend all pertinent Congressional hearings. Coordinate and assist in developing answers to approximately 200 Congressional questions for the hearing record. Prepare approximately 300 pages of questions and answers and issue papers to prepare witnesses for congressional hearings. Coordinate the editing of congressional transcripts (approximately 350 pages). Review and implement the Department and OMB marks, prepare briefings on the impact of these marks, and, when necessary, prepare data and other materials for appeal of the allowances.

Accomplishment 3: Formulate the FY 1982 Agency, Department and Presidential Budget to assure the implementation of administrative management policies, programs, and activities to meet Agency objectives. Prepare and submit approximately 12 budget schedules to the Department, OMB and Congress.

2. Develop the FY 1982 zero-base budget and simplify the process:*

Accomplishment 1: Develop the ZBB. Coordinate the preparation, review and analysis of 22 decision unit summaries by March 30. Coordinate the development, review and analysis of major program initiatives to include the evaluation of savings/costs resulting from the initiatives by April 1. Coordinate the preparation, review and analysis of 64 program decision packages by April 15. Prepare 24 activity decision packages by May 30. Prepare 100 pages of supporting data and schedules by June 30.

Accomplishment 2: Simplify the ZBB process through fewer, but more timely reviews. Reduce the number of reviews of major initiatives by Deputy Administrators from the six conducted in FY 1979. The past year's program and Agency request were reviewed by Deputy Administrators numerous times at several meetings held to address unrelated subjects. This year we plan to effect fewer, more comprehensive reviews. Conduct all reviews at least two working days before scheduled due dates to outside activities.

*All dates are approximate. Exact dates are to be determined by Department instruction.

Accomplishment 3: Improve the ZBB process by issuing program structure and reports to maximize management utility. Review 26 existing program and activity decision units by January 30. Complete the process of determining program and activity structure by February 15.

3. Operate budget execution for the Agency's financial resources and funds control and improve the fund control system.

Accomplishment 1: Develop and implement the Agency financial operating plans. Assist in the development, review and implementation of 86 annual operating plans. Make recommendations for revising and assist in implementing revisions to approximately 70 operating plans. Operating plans are prepared at subobject class level for four fund accounts (appropriation, reimbursement, trust fund and Section 32), four budget operational activities (Meat and Poultry Inspection, Commodity Purchase Services, Egg Products Inspection and Voluntary Commodity Inspection and Grading), and 14 budget operational subactivities.

Accomplishment 2: Develop five procedures to improve administrative control of funds as follows: contract and interagency agreement procedures; monitoring of consultant usage and costs; facility plan monitoring; manpower analysis and ceiling control; and travel ceiling monitoring.

Accomplishment 3: Monitor and keep Agency Management informed of status of funds authorization and utilization relative to total Agency availability and operating plans. Prepare and present 13 four-week reports to Administrator and Deputy Administrators on the status of funds authorization and utilization at the region/division level, and summarized to the program (Deputy Administrator) and Agency levels. The status of funds reports include a thorough analysis of year-to-date funds utilization as well as annual projections providing evaluations of the inter-relationship of funding requirements to presenting appropriate alternatives and reallocation recommendations. Report planned funds utilization to Department and OMB by means of 4 apportionment schedules. Prepare and issue ten allotment schedules and 61 allocations for funds control.

Accomplishment 4: Prepare budget schedules and supporting documentation for Agency budget request. Prepare past and current year budget data for 19 OMB budget schedules. Prepare data support for budget explanatory notes for Appropriation (four budget activities and 14 subactivities), Trust Fund (one budget activity) and Section 32 (one activity and three subactivities). Prepare detailed Statement of Obligations by Geographic Location.

4. Participate in Agency planning. Review program/project goals and objectives, develop performance indicators, and evaluate programs.

Accomplishment 1: Monitor quarterly reviews of the FY 1980 FSQS Plans. Establish procedures for review, evaluation and program discussions between the Administrator and the Deputies.

Accomplishment 2: Implement evaluation of FSQS Program Plans for FY 1980. Initiate evaluation in the fourth quarter. Evaluation report is to be issued in first quarter FY 1981.

5. Provide miscellaneous other services. This includes: Budget coordination of Interagency Regulatory Liaison Group, costing out legislation, GAO responses, congressional inquiries and special reports.

Table 38. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
BUDGET, PLANNING AND EVALUATION DIVISION

Objectives and Accomplishments	Quarter Completed	Resources Planned		Suggested Action	1/
		Person-Years	Dollars (000)	Policy Issues	Legislation
Objective 1 - Agency Budget					
Accomplishment 1 - Presentation	I	2	62		X 2/
Accomplishment 2 - Justification	III	2	62		X 2/
Accomplishment 3 - Formulation	IV	3	92		X 2/
Objective 2 - Zero-base					
Accomplishment 1 - Develop	IV	3	92	X 3/	
Accomplishment 2 - Simplify	III	1	31		
Accomplishment 3 - Structure	III	1	31		
Objective 3 - Control 4/					
Accomplishment 1 - Financial Plans	I	1	31		
Accomplishment 2 - Funds control	IV	2	61		
Accomplishment 3 - Status Reports	Ongoing	5	154		
Accomplishment 4 - Budget Schedules	I	1	31		
Objective 4 - Planning & Evaluation					
Accomplishment 1 - Review Plans	I, II, III, IV	2	61		
Accomplishment 2 - Evaluation	IV	1	31		
Objective 5 - Miscellaneous					
		<u>2</u>	<u>61</u>		X 5/
TOTAL		26	800		

- 1/ No action is suggested for public participation.
2/ Appropriation Acts for FSQS budget.
3/ Identify policy alternatives for the zero-base budget.
4/ Assumes the National Finance Center will have fully operating accounting system.
5/ To be identified during FY 1980, as appropriate.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE FINANCE DIVISION

ACTIVITY LEADER: June P. Blair

ACTIVITY ABSTRACT:

The Finance Division provides staff leadership as well as financial management services and assistance to the Food Safety and Quality Service managers and program leaders in the areas of accounting, fund control, and financial reporting.

ACTIVITY OBJECTIVES:

1. Provide technical assistance and guidance on interpretations of laws, regulations, and policies and decisions, relating to fiscal activities.

Accomplishment 1: Implement Agency policy and guidelines for mileage radius concept for Meat and Poultry Inspection, Science, Compliance, and Administrative Management Programs.

Accomplishment 2: Provide assistance on approximately 1,000 travel inquiries and review approximately 100 travel authorizations, domestic and foreign, for compliance with applicable regulations and recommend approval.

Accomplishment 3: Perform three audits of imprest fund activities.

2. Interface with the centralized accounting system, National Finance Center (NFC), by serving as focal point for the receipt and processing of all miscellaneous payment and collection functions not performed by NFC.

Accomplishment 1: Process approximately 3,600 miscellaneous invoices for payment and collections for deposit through NFC.

Accomplishment 2: Update centralized accounting system at the end of each accounting period with estimates of all miscellaneous unpaid accrued obligations. Approximately 1,200 transactions will be required.

Accomplishment 3: Administer the Letter of Credit program through the Treasury Regional Disbursing Offices for financing States' costs under the Meat and Poultry Inspection cooperative program. Approximately 500 drawdowns will occur.

Accomplishment 4: Analyze approximately 600 internal and external accounting reports and interpret the results.

Accomplishment 5: Assist Field Review and Analysis Branch in the conducting of field reviews and analyses of FSQS financial operations for the purpose of improving program performance, economy, efficiency, and/or effectiveness. Reconcile 230 MP/IP employees' Time and Attendance documents with Form MP-11 billing documents.

3. Provide accounting system and procedures for improving FSQS Financial Management. Increase the economy, efficiency, and effectiveness of Agency accounting-related operations.

Accomplishment 1: Make approximately 50 recommendations and prescribe overall accounting systems, instructions, and procedures to meet the needs of the Agency. Review current procedures and provide for revisions due to program and policy changes. Coordinate financial policies and collaborate with other units of the Agency to insure maximum effectiveness of program operations.

Accomplishment 2: Plan and conduct approximately four surveys of accounting systems and procedures to determine whether positive and sound accounting and financial management policies are in effect. Recommend integrated plans, policies, and programs for financing various programs.

Accomplishment 3: Make 500 technical consultations with and provide guidance to program officials on financial problems and operations. Provide three training programs for FSQS personnel on new or revised financial management systems and procedures.

4. Support FSQS financial management through the conducting of field reviews, negotiation of indirect cost rates, resolution of fiscal audit exceptions, and performance of special projects.

Accomplishment 1: Conduct field reviews of five FSQS operations and 11 State grantee organizations. Make appropriate recommendations for improving program performance,

economy, efficiency, and/or effectiveness of FSQS operations. Examine FSQS program operations for potential fraud, waste, and abuse. Promote better Federal-State relations by visiting State organizations for which FSQS is the cognizant Federal Agency for the negotiation of indirect cost rates.

Accomplishment 2: Negotiate approximately 33 indirect cost rates for State grantee organizations for which FSQS acts as the cognizant Federal agency. Rates are used by State grantee organizations in claiming indirect costs on Federal grants and contracts. Rates are based upon indirect cost proposals submitted by State grantee organizations and statewide cost allocation plans. Proposals are reviewed by operating accountants to assure conformity with applicable rules and regulations.

Accomplishment 3: Resolve approximately 30 fiscal audit exceptions of indirect cost proposal and program-related audits. Review and analyze findings contained in the Office of the Inspector General program-related audit reports which have financial management implications and audit reports on indirect cost proposals. Provide comments and information to Compliance for developing the official Agency response.

Accomplishment 4: Special Projects. Perform approximately two special projects for the purpose of assisting management in making program and policy decisions. Perform non-routine assignments having financial management policy implications. An example is to participate with the Program Review Committee of the NASDA-USDA Task Force on the Cooperative Meat and Poultry Inspection Program.

Table 39. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS: FINANCE DIVISION

Objectives and Accomplishments 1/	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1 - Technical Assistance			
Accomplishment 1 - Mileage Radius Concept	II	.5	16
Accomplishment 2 - Travel Policy	IV	2.1	62
Accomplishment 3 - Imprest Funds	IV	.1	3
Objective 2 - Accounting			
Accomplishment 1 - Miscellaneous Payments and Collections	IV	6.8	130
Accomplishment 2 - Update Central Accounting System	IV	3.1	59
Accomplishment 3 - Letter of Credit	IV	2.1	40
Accomplishment 4 - Internal and External Report Analysis	IV	4.2	79
Accomplishment 5 - Field Reviews and Analysis Support	IV	3.1	48
Objective 3 - Policies and Procedures			
Accomplishment 1 - Accounting Systems and Procedures	IV	3.7	102
Accomplishment 2 - Financial Surveys	IV	2.4	62
Accomplishment 3 - Technical Advice	IV	2.4	55
Objective 4 - Field Review and Analysis			
Accomplishment 1 - Field Reviews	IV	3.2	109
Accomplishment 2 - Indirect Cost Rates	IV	1.7	50
Accomplishment 3 - Fiscal Audit Exceptions	IV	1.6	51
Accomplishment 4 - Special Projects	IV	1.0	30
TOTAL		38.0	896

1/ No actions are suggested for policy issues, legislation or public participation.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE
MANAGEMENT IMPROVEMENT DIVISION

ACTIVITY LEADER: George E. Bickerton

ACTIVITY ABSTRACT:

The Management Improvement Division is responsible for planning and providing staff leadership in the area of management analysis and improvement projects, problem identification, and system design. The staff provides assistance to Agency managers and project directors in each program area. Studies of management procedures and policy alternatives that impact all of FSQS are initiated and carried out by the division staff. The review and approval of all electronic data processing and word processing equipment is a function of the division. Workload surveys and analyses are performed to assure that effectiveness and productivity will be enhanced by new equipment purchase or lease.

The division also assists in the planning of automated data processing systems. This activity includes early contact with program staff, system design and programming, and final testing/implementation phases. Continued support of all data processing systems is consistently available.

ACTIVITY OBJECTIVES:

1. Improve management systems in FSQS.

Accomplishment 1: Develop an Agency Crisis Handbook.

Accomplishment 2: Develop FSQS Productivity Measurement Systems.

Accomplishment 3: Analyze the effect of flexitour on FSQS.

Accomplishment 4: Provide the Agency with internal capability, and respond to an estimated 14 requests from managers to: evaluate and review ongoing or proposed Agency operations; and conduct organizational, workflow, work measurement, and management improvement reviews.

Accomplishment 5: Prepare Agency responses to external requirements for management analysis reports, such as: Productivity Indexes for the Bureau of Labor Statistics; A-117 report for OMB on Manpower and money resources expended for management improvement activities; and OMB 79-113 report on management improvements or program improvements that have resulted in savings to the public.

Accomplishment 6: Assess Agency information requirements and develop proposed systems to satisfy requirement.

Accomplishment 7: Coordinate procurement of word processing equipment for FSQS programs.

2. Provide ADP support to Agency.

Accomplishment 1: Maintain current ADP systems in FSQS and provide services to users.

Accomplishment 2: Coordinate ADP equipment procurement and contracts.

Accomplishment 3: Develop and/or install four new data systems.

TABLE 40. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS: MANAGEMENT IMPROVEMENT DIVISION

Objectives and Accomplishments <u>1/</u>	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1 - Improve management systems in FSQS			
Accomplishment 1: Develop Agency Crisis Handbook	I	.3	15
Accomplishment 2: Develop FSQS Productivity Measurement System		3.0	145
A. Determine Selective Criteria and whether any existing system can be used in FSQS	I		
B. Design and Cost out proposed alternative systems	III		
C. Present alternatives to Agency management	IV		
Accomplishment 3: Analyze the effect of flexitour on FSQS	II	.5	24
Accomplishment 4: Provide Agency with Internal Capability for an Estimate of 14 Management Improvement Reviews	IV	3.3	160
Accomplishment 5: Prepare Agency Response to External Reporting Requirements	As Requested	1.0	48
Accomplishment 6: Assess Agency information requirements & develop proposed systems to satisfy requirement			
A. Determine system requirements for F&V Commodity Procurement	I		
Analyze Requirements and Develop System <u>2/</u>	IV	.5	24
B. Determine system requirement for Regulations Coordination Division <u>3/</u>	II	.7	34

TABLE 40. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS: MANAGEMENT
IMPROVEMENT DIVISION - Continued

Objectives and Accomplishments 1/	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
C. Determine system requirement for Food Quality Assurance Division	II		
Analyze requirements and develop system 4/	IV	.7	34
D. Assess Agency information requirements			
Accomplishment 7: Coordinate word processing equipment procurement for FSQS programs	Ongoing	3.5	169
	Ongoing	1.9	93
Objective 2 - Provide ADP Support to Agency	Ongoing		
Accomplishment 1: Maintain current FSQS ADP systems and provide services to users 5/			
A. Schedule and run reports	Ongoing	3.5	169
B. Maintain software, make necessary changes and troubleshoot problems	Ongoing	3.0	145
C. Provide user & training assistance	Ongoing	1.5	73
Accomplishment 2: Coordinate ADP equipment procurement and contracts			
A. Comply with Department & Federal Regulations, namely: Report of Telecommunications to GSA, A-11 Report to OMB on ADP expenditures, and Congressional ADP Report	Quarterly Dept. Due Dates	.5	24
B. Installation of equipment or completion of services	Ongoing	1.0	48

TABLE 40. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS: MANAGEMENT
IMPROVEMENT DIVISION - Continued

Objectives and Accomplishments 1/	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Accomplishment 3: Develop & install three new ADP systems 6/			
A. Move HP-1000 from Peoria, Ill., & install in Hyattsville	II	.5	24
B. Install & Debug HP-250 for two Science Program Laboratories, namely: Athens, GA & San Francisco, CA.	III IV	.3 .2	14 10
(This system will be used to record and monitor lab samples as they progress through the labs)			
C. Install data plotter for Administrative Management (MID)	III	.1	5
D. Develop and implement a major new data processing system			
1) Analysis of FSQS Management Communications Systems (FMCS) on the IBM 4341	II IV	2.0 2.0	97 97
2) Design of FMCS on the 4341		30.0	1,452
TOTAL			

- 1/ No actions are suggested for: Policy issues, legislation or public participation.
2/ Assumes special ADP programming capability available.
3/ Assumes needs are defined and funding is available.
4/ Assumes needs are defined, funding is available and external sources of data are identified and available.
5/ The MPI Work Standards and Data Services Staff has certain responsibilities in this area.
6/ Assumes vendor delivery and equipment is satisfactory.

FY 1980 PROGRAM ACTIVITY PLAN FOR THE PERSONNEL DIVISION

ACTIVITY LEADER: W. J. Hudnall

ACTIVITY ABSTRACT:

The Personnel Division aids FSQS management officials in achieving effective personnel management as part of their overall management responsibility. Support includes planning, staff leadership, operation of the personnel management service, and assistance for a variety of areas. These areas include organization, position management, position classification, and salary and wage administration; recruitment and placement; safety; employee development and training with respect to executive and managerial development, supervisory training, administrative and clerical training, and related activities; and employee relations.

ACTIVITY OBJECTIVES:

1. Maintain an Effective Personnel Management Planning System.

Accomplishment 1: Complete six major FSQS Personnel Management Initiatives (job standards and appraisal system for GS-13-15; manpower assessment and planning--recruitment and training needs; EEO recruitment and Upward Mobility; Uniform Code of Conduct; Agency Position Management Policy and Procedure; and Personnel Division Goals and Objectives Receiving Special Attention in FY 1980.

Accomplishment 2: Conduct agency implementation of provisions of the Civil Service Reform Act (CSRA). Specifically these systems include: Senior Executive Service, probationary period for Supervisors, merit pay, promotion plan changes, minority recruitment, grade and pay retention, and Merit System Protection Board procedure implementation.

Accomplishment 3: Operate the Personnel Division Goals and Objectives System and adjust of that system to meet the needs of the FSQS Planning Process, with no substantive off target performance.

2. Operate of an effective Personnel Management System.

Accomplishment 1: Properly classify FSQS positions and pay, including: 6,000 classification actions, 500 classification audits, 15 organization and occupational studies, and ten position management studies.

Accomplishment 2: Facilitate effective employment activities including: staffing of FSQS vacant positions by recruitment, reassignment, promotion, transfer; proper evaluation of employee performance; and efficient provision of employee benefits.

Accomplishment 3: Provide for adequate employee development, safety and health. This will include: 69 scheduled training courses (1,670 employees trained for a total of 50,840 hours); and two major accident investigations.

Accomplishment 4: Successfully maintain employee standards of conduct through employee relations and disciplinary action; encouragement of improved productivity through incentive awards; and proper adjustment of grievances, appeals and EEO complaints. This will include: 115 letters of charges, 30 oral conferences, 30 reprimands and cautions, 50 suspensions (1-14 days), ten suspensions (over 14 days), 15 removals, 150 negotiated grievances, ten arbitration hearings, 20 administrative grievances, 30 FOIA/Privacy Act Requests, 30 EEO Complaints, 50 National Agency Security Check Inquiries (NACI) reviews, ten Within-Grade Increase (WGI) reconsiderations, five Fitness-for-Duty Requests, 120 Award nominations, 50 Congressionals, 20 Conflicts of Interest, five Litigation, and 25 miscellaneous (assaults, suspension of licenses, whistle blower complaints, EEO inquiries).

3. Regularly evaluate the effectiveness of the FSQS Personnel Management System.

Accomplishment 1: Complete of six scheduled FY 1980 onsite Personnel Management Assistance Reviews (PMAR's).

Accomplishment 2: Close-out all FY 1979 PMAR action items and reports.

TABLE 41. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS: PERSONNEL DIVISION

Objectives and Accomplishments	Quarter Completed	Resources Planned		Suggested Action	
		Person-Years 2/	Dollars (000) 2/	Policy Issues	
Objective 1 - Planning					
Accomplishment 1 - 6 Major Initiatives	IV	7.0	344	X 3/	
Accomplishment 2 - Implementation of CSRA	IV	12.0	590 4/	X 5/	
Accomplishment 3 - Goals and Objectives	IV	1.2	15		
Objective 2 - Operation					
Accomplishment 1 - Classification	IV	19.0	323		
Accomplishment 2 - Employment	IV	50.0	799		
Accomplishment 3 - Employee Development, Safety and Health	IV	12.0	970 6/		
Accomplishment 4 - Employee Relations	IV	32.0	508		
Objective 3 - Evaluation					
Accomplishment 1 - FY 1980 PMAR's	IV	3.5	119		
Accomplishment 2 - FY 1979 PMAR Closeout	IV	<u>.3</u>	<u>3</u>		
TOTAL		137.0	3,671		

1/ Does not include Labor Management Relations (LMR) Staff.
2/ No actions are suggested for legislation or public participation.

3/ Uniform Code of Conduct.

4/ Includes all Washington-based employee travel.

5/ Merit pay, performance standards, etc.

6/ Includes central training funds

FY 1980 PROGRAM ACTIVITY PLAN FOR THE LABOR
MANAGEMENT RELATIONS STAFF

ACTIVITY LEADER: Michael L. Huggins

ACTIVITY ABSTRACT:

The Civil Service Reform Act of 1978, and more specifically, Title VII - Federal Labor-Management Relations, provides that both management and employees have certain rights and obligations to facilitate amicable settlement of disputes between employees and their employers. In accordance with this statute, the Labor-Management Relations (LMR) Staff serves as liaison between Food Safety and Quality Service (FSQS) management at all levels and the various supervisory and labor organizations representing FSQS employees.

To obtain the goal of a viable labor-management relations program, the Staff coordinates and maintains an effective communications system within FSQS. This program activity provides a forum for the meaningful exchange of information with employee organizations; participates with the Deputy Administrator in the overall formulation of FSQS labor-management relations policies and programs; emphasizes Agency policy on labor-management relations; and works with program management to gain complete acceptance and implementation of that policy.

ACTIVITY OBJECTIVES:

1. Represent the Agency in dealings with employee organizations and third parties.

Accomplishment 1: Fully develop and prepare Agency positions for contract negotiations with unions.

Accomplishment 2: Represent the Administrator as Chief Spokesperson in contract negotiations with unions and in mediation of bargaining impasses.

Accomplishment 3: Fully develop and prepare the Agency positions in preparation for impasse proceedings before the Federal Service Impasses Panel (FSIP); and represent the Administrator in impasse proceedings before the FSIP.

Accomplishment 4: Fully prepare and develop the Agency position in negotiability disputes presented to unions and the Federal Labor Relations Authority (FLRA); represent the Administrator in hearings and all verbal communications with FLRA concerning settlement of negotiability disputes.

Accomplishment 5: Answer inquiries, provide advice and guidance, and contract interpretation to representatives of labor organizations and to representatives of supervisory organization on LMR matters.

Accomplishment 6: Schedule and organize 18 consultation meetings with unions and supervisory organizations.

Accomplishment 7: Conduct and represent the Administrator in 18 consultation meetings with the unions and supervisory organization; attend and participate in bi-weekly consultation meetings with supervisory organizations.

Accomplishment 8: Attend and participate as the Administrator's representative at 16 union meetings.

Accomplishment 9: Develop and prepare the Agency position on all unfair labor practices in FSQS; and represent the Administrator in verbal communications with FLRA concerning settlement of ULP's.

Accomplishment 10: Develop and prepare the Agency position on all bargaining unit determination cases and represent the Administrator in hearings and all verbal communications with FLRA concerning determinations of appropriate bargaining units.

2. Provide advice and staff assistance to managers and supervisors.

Accomplishment 1: Answer inquiries, provide advice and guidance, and contract interpretation to Program managers and supervisors in handling of specific LMR problems and policy.

Accomplishment 2: Provide advice and guidance to Program managers concerning the negotiation of agreements at field locations.

Accomplishment 3: Review the content and make recommendations and/or revisions to all proposed grievance responses under the Negotiated Grievance Procedure (NGP) prepared by the Employee Relations Branch (ERB) for accuracy, appropriateness, consistency, contract interpretation, and potential Program implications.

Accomplishment 4: Provide advice, guidance, and assistance to the ERB on arbitration cases. Make recommendations to the Administrator prior to decisions on whether or not to proceed to arbitration and on whether or not to appeal an arbitrator's award.

Accomplishment 5: At Administrator's direction, either chair or fully participate as a member of task forces or committees that have Agency-wide and/or Program-wide implications (approximately six task forces).

Accomplishment 6: Participate as full team member in five Program Management Assistance Reviews.

Accomplishment 7: Formulate, prepare and instruct five Basic LMR, four Advanced LMR and four Negotiations training courses for supervisors.

Accomplishment 8: Conduct seminars and training, as requested, for Agency, Department, the OPM Labor Relations Training Center, and other parties.

Accomplishment 9: Attend meetings with Program managers at all levels in which there may be any potential LMR impact; act as chief advisor at special meetings called by Program managers to discuss and resolve critical LMR problems (approximately 55 meetings).

3. Stay current on all personnel policies, practices, and matters affecting general working conditions of employees.

Accomplishment 1: Maintain inhouse library of information, case law, and policy statements from third parties, including the Federal Labor Relations Authority (FLRA), the Federal Labor Relations Council (FLRC), and the Assistant Secretary for Labor Management Relations (A/SLMR).

Accomplishment 2: Research and remain current on decisions of the FLRA, FLRC, and A/SLMR; research and remain current on information from all sources concerning negotiability disputes, arbitrator awards and decisions; and review and research Comptroller General decisions.

Accomplishment 3: Maintain inhouse reference file of information from the Office of Personnel Management (OPM) (including the Federal Personnel Manual), the Department of Agriculture (including the Department Personnel Manual) and the Office of Labor-Management Relations (OLMR).

Accomplishment 4: Remain current on "Personnel" information and guidance from OPM and OLMR.

Accomplishment 5: Maintain comprehensive reference file on unfair labor practice (ULP) cases in FSQS and in the Federal sector.

Accomplishment 6: Attend and participate in staff meetings of the Administrator, Deputy Administrator for Administrative Management, and Deputy Administrator for Meat and Poultry Inspection Program (312 total meetings).

Accomplishment 7: Develop FSQS directives concerning LMR.

Accomplishment 8: Review and comment on all proposed FSQS directives and issuances, and all proposed MPI directives and issuances.

Accomplishment 9: Prepare correspondence in response to employee, congressional, industry, and other sources relative to issues having LMR implications.

Accomplishment 10: Observe Agency operations at field locations (approximately six trips).

TABLE 42. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS: LABOR-MANAGEMENT RELATIONS

Objectives and Accomplishments	Quarter Completed	Resources Planned		Suggested Action 1/
		Person-Years	Dollars (000)	
Objective 1 - Represent the Agency				
Accomplishment 1 - Agency position/negotiations	Ongoing	1.5	44	X 2/
Accomplishment 2 - Chief Spokesperson/and mediation	Ongoing	.4	12	
Accomplishment 3 - Impasse Proceedings	Ongoing	.2	6	
Accomplishment 4 - Negotiability disputes	Ongoing	.5	15	X 2/
Accomplishment 5 - Advice, guidance/organizations	Ongoing	.4	12	
Accomplishment 6 - Schedule/consultation meetings	IV	.1	3	
Accomplishment 7 - Represent/consultation meetings	IV	.4	12	
Accomplishment 8 - Attend/union meetings	IV	.2	6	
Accomplishment 9 - Unfair labor practices	Ongoing	.4	12	
Accomplishment 10 - Bargaining Unit Determination	Ongoing	.1	3	
Objective 2 - Provide Advice and Assistance				
Accomplishment 1 - Advice, guidance/program managers	Ongoing	1.0	29	
Supervisors	Ongoing	.2	6	
Accomplishment 2 - Advise, guidance/agreements	Ongoing	.5	15	
Accomplishment 3 - Review grievances	Ongoing	.2	6	
Accomplishment 4 - Advice, guidance/arbitration	Ongoing	.4	12	X 3/
Accomplishment 5 - Task Forces	IV	.2	6	
Accomplishment 6 - Program Mgmt. Assistance Reviews	IV	.7	20	
Accomplishment 7 - Basic LMR Training, advanced LMR training, and negotiations training	Ongoing	.1	3	
Accomplishment 8 - Conduct seminars	IV	.1	3	
Accomplishment 9 - Attend meetings/LMR impact				

TABLE 42. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS: LABOR-MANAGEMENT RELATIONS - Continued

Objectives and Accomplishments	Quarter Completed	Resources Planned		Suggested Action	
		Person-Years	Dollars (000)	Policy Issues	
Objective 3 - Stay Current					
Accomplishment 1 - Inhouse library/third parties	Ongoing	.1	3		
Accomplishment 2 - Research	Ongoing	.6	17		
Accomplishment 3 - Inhouse reference file/OPM, USDA, OLMR					
Accomplishment 4 - Guidance from OPM, OLMR	Ongoing	.1	3		
Accomplishment 5 - Reference file/ULP	Ongoing	.2	6		
Accomplishment 6 - Staff meetings	Ongoing	.1	3		
Accomplishment 7 - Develop FSQS directives	IV	.1	3		
Accomplishment 8 - Review proposed directives	Ongoing	.1	3		X 3/
Accomplishment 9 - Prepare correspondence	Ongoing	.1	3		X 4/
Accomplishment 10 - Observe Agency operations	IV	.1	3		
		.2	6		
		9.3	275		

TOTAL

- 1/ No actions are suggested for legislation or public participation.
- 2/ Identify and develop alternatives to established policy.
- 3/ Agencywide policy development and implementation.
- 4/ Establish Agency policy.

SECTION VIII
EQUAL EMPLOYMENT OPPORTUNITY

FY 1980 PROGRAM AREA FOR THE ADMINISTRATOR'S
EQUAL EMPLOYMENT OPPORTUNITY STAFF

PROGRAM LEADER: John B. Taylor, III

PROGRAM ABSTRACT:

The FSQS - Equal Employment Opportunity (EEO) policy is to assure equality for all persons without regard to race, color, religion, sex, age, national origin or handicap. A person's merit and performance will be the only criteria in hiring, promotion, training, detail, reassignment, transfer and other personnel actions in pursuit of the accomplishment of FSQS' primary mission. In accordance with Section 7 of the FSQS Statement of Organization, Functions and Delegations of Authority, the EEO Staff is responsible for a multiplicity of functions.

The staff formulates, develops and prepares directives, regulations and other written publications on EEO for the Agency and informs managers, supervisors and all employees of their rights and responsibilities under the EEO Program.

The staff analyzes the status of FSQS-EEO programs and develops and recommends specific actions designed to be implemented by line management officials. The staff keeps the FSQS Administrator and top staff officials informed on the progress and problems in the Agency's EEO program. When program problems are identified, the EEO Staff recommends and coordinates efforts to implement solutions. Also, the staff assures that officials designated to receive formal EEO complaints transmit such complaints to the Director of EEO within the prescribed limitations. This is followed up with the appointed Agency representative to see that an attempt to informally resolve the EEO complaint takes place within ten days after the investigative report and that a proposed disposition is prepared within another fifteen days.

Proposed changes in Agency policies that affect personnel are reviewed to determine whether these changes will have an impact on the employment of minorities, including Blacks, Hispanics, and women. The staff assures that all eligible employees are informed of the Upward Mobility Program of the USDA, and that training plans for the program's selected employees begin on schedule. Also, the Staff coordinates an Agency EEO Committee, which is representative of the FSQS workforce, arranges committee meetings to set up projects, and follows-up on the implementation of the Committee's recommendations.

Other EEO staff functions include: Consulting employees and unions for EEO counselor nominations as the terms of present counselors expire; assuring that EEO counselors receive initial training from the Equal Employment Opportunity Commission (EEOC) and supplemental training in Agency personnel management programs.

Joint efforts to promote EEO include the following: Participating with the Agency Personnel Office and the Deputy Administrators in developing a formal FSQS Upward Mobility Program and a Federal Equal Opportunity Recruitment Program; meeting regularly with the Federal Women's Program Managers (FWPM), the Hispanic Employment Program Managers (HEPM) at the Agency, Department, and regional levels, the Office of Personnel Management (OPM), and the Equal Employment Opportunity Commission (EEOC), developing field activities and projects for the Agency's Special Emphasis Program Managers and combining these efforts into the total EEO Program; evaluating the EEO activities of subordinate organizational levels; and clearing matters from the Office of Personnel which impact on the EEO Program.

The Agency's EEO program is carried out in cooperation with resources provided in the various program areas and MPI regions. Additional resources expected to be furnished by these program areas for FY 1980, amount to one-hundred and seventy (170) full-time personnel with assigned part-time EEO duties costing \$500,000 in salaries and \$667,000 in other expenses. These part-time duties consist of EEO Advisory Committee membership, EEO Counselors, Special Emphasis Program Managers FWPM and HEPM, Native American Recruitment Coordinators, Recruiters and Regional EEO Coordinators.

Each Program area and Region has employees assigned to these duties. They assist in planning and developing the Affirmative Action Plans (APP) for their area or region and advise their Deputy Administrator or Regional Director on EEO matters. They also provide counseling services to employees who make allegations of discrimination and assist the Agency in its recruitment and community outreach programs, as well as perform other EEO duties as assigned.

TABLE 48. - EQUAL EMPLOYMENT OPPORTUNITY PROGRAM AREA:
RESOURCES PLANNED FOR FY 1980

Program Activity	FY 1980 Resources			
	Person Years		Dollars	
	Plan	Percent	Plan (000)	Percent
EEO Staff	7	100	291	100
Total Program Area	7	100	291	100

PROGRAM GOALS/OBJECTIVES:

1. To provide training and technical assistance to all program and regional personnel in implementing the Department's EEO Evaluation and Planning System. (See Narrative Program Abstract)
2. To complete implementation of EEOC and the Department's Guidelines for AAP for the Agency - FY 1980 and FY 1981's multi-year plans.

TABLE 49. - FY 1980 PROPOSED PROGRAM AREA GOALS/OBJECTIVES AND ACCOMPLISHMENTS:
EQUAL EMPLOYMENT OPPORTUNITY

Goals/Objectives and Accomplishments <u>1/</u>	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1 - Train all EEO Personnel Accomplishment 1 - Train EEO coordinators and special emphasis program managers Accomplishment 2 - Train all EEO committee members & program officials	II II	1.0 2.0	34 78
Objective 2 - Implement Affirmative Action Plan <u>2/</u> Accomplishment 1 - Implement AAP for FY 1980 Accomplishment 2 - Complete development of multi-year AAP for FY 1981 through FY 1983 Accomplishment 3 - Re-issue FSQS policy directive and set specific targets with respect to: Upward Mobility, Cooperative Education, Career Development/Counseling, EEO training for Line Supervisors, and Community Outreach programs Accomplishment 4 - Improve FSQS participation with minority businesses by letting contracts with 8(a) firms Accomplishment 5 - Develop exchange programs in training with five traditionally Black Colleges and Universities	I IV IV IV IV	2.5 0.5 0.3 0.4 0.3	118 17 10 24 <u>10</u>
TOTAL		7.0	291 <u>3/</u>

1/ No actions are suggested for policy issues, legislation or public participation.

2/ Assumes affirmative action planning is done currently on a Fiscal Year basis with the objectives being accomplished by support of all program Deputy Administrators and the Administrator's office. The 9 EEO advisory committees meet quarterly and at other times during the plan's FY.

3/ Includes \$112,000 requested above the \$179,000 budgeted.

SECTION IX
INFORMATION AND LEGISLATIVE AFFAIRS

FY 1980 PROGRAM AREA FOR INFORMATION AND
LEGISLATIVE AFFAIRS

PROGRAM LEADER: Marilee Menard

PROGRAM ABSTRACT:

The mission of Information and Legislative Affairs is to design the most efficient and effective methods of communicating with the public, the Congress, other government agencies, and internal audiences about FSQS programs and activities; and to aid in Agency efforts to gain citizen participation in decision making.

Legal authorities for this mission are contained in the Federal Meat Inspection Act (Title 1, Section 2), the Egg Products Inspection Act (Section 2), the Agricultural Marketing Act, and Department regulations.

The Information and Legislative Affairs Division has a staff of 52 headed by a director and is divided into three offices -- Information, Media Services and Legislative Affairs. The division analyzes, selects, produces, and distributes communication materials to accomplish specific Agency goals and objectives.

The Office of Information, comprised of the Program Services and Outreach Services staffs, works primarily with the program staffs to communicate information about FSQS to the public. This office expects to produce about 100 press releases next year, and to exhibit at 14 conventions reaching an estimated audience of 31,000. Nearly one million publications are printed, or reprinted, and distributed by this staff each year.

The Office of Media Services provides audio visual communication services for the Agency and coordinates the planning, production and analysis of these materials. Radio and television public service announcements that carry the food safety and grading themes will be sent to 700 television and 6,000 radio stations on six different occasions during FY 1980. Department surveys have shown that ongoing distribution of these materials will ultimately reach almost half of the U.S. population.

The Office of Legislative Affairs, comprised of the Legislative Affairs Staff and Executive Correspondence and Special Assignments Staff, plans, develops, and coordinates activities in support of FSQS legislative policies while providing for clear lines of communication with the Congress, other agencies of government, and interested sectors of private industry and the public. This office will respond to an estimated 2,000 telephone calls and personal inquiries from Congress and will answer over 1,800 public and congressional letters.

The roles of the three offices complement each other as Information and Legislative Affairs moves toward each communication goal. This efficient interaction between the staffs is not easily pointed out in our accomplishments. An example of this interaction on one communication tool is the fact sheet on food labeling, which will be written by Program Services, printed and distributed by the Legislative Affairs Staff to Congress, adapted for radio and TV use by Media Services, used by the Policy Studies and Public Participation Staff, and offered to the public through the consumer newsletter.

In addition, five regional information offices disseminate materials produced by the Washington staff. These regional offices will get approximately 10,000 calls from consumers next year on FSQS issues. They will increase press releases distribution by sending out about 5,000 copies of each agency's release and will send out approximately 300,000 FSQS publications.

Four vacant positions must be filled as early as possible in this fiscal year in order to accomplish the activity objectives listed in this report.

PROGRAM GOALS/OBJECTIVES:

1. To communicate information relating to Agency goals, objectives, and activities to the public.

Accomplishment 1: Write and clear press releases, feature articles, and contributions for other publications to explain major decisions and activities of FSQS. Examples are press releases on Federal Register notices and recalls of spoiled product or a feature article on no-nitrite hotdogs.

Accomplishment 2: Write, clear, design, print, distribute and evaluate publications, periodicals, and fact sheets on FSQS programs and issues for direct use by the public. Examples are the FSQS consumer newsletter and a factsheet explaining a complex issue, such as nitrites.

Accomplishment 3: Plan, produce, coordinate, distribute and evaluate radio and TV spots, motion pictures, slide shows and exhibits that highlight FSQS activities. Examples are TV and radio public service announcements on grades, and the slide show on the STOP program designed for showings by dairy cooperatives and extension agents.

Accomplishment 4: Respond to phone inquiries from the press and public, and answer approximately 1,000 letters from the public each year.

Accomplishment 5: Plan and conduct press conferences and briefings, including preparation of press statements, graphics and other material, major issues. Examples are the press conferences on nitrites and quality control.

Accomplishment 6: Develop and conduct consumer education efforts. Examples are point of purchase and classroom education campaigns on food safety and quality; personal contacts with consumer representatives, educators, and media; and other activities to encourage public participation.

Accomplishment 7: Display consumer education exhibits about grading service and food safety at conventions, conferences and meetings. An example is the exhibit at the American Home Economics Association convention.

2. To communicate information relating to Agency goals, objectives, and other activities to Congress and to other governmental agencies:

Accomplishment 1: Respond to approximately 800 Congressional letters and 2,000 phone calls and personal inquiries.

Accomplishment 2: Plan and conduct briefings and meetings relating to FSQS activities. Examples are individual and group briefings on voluntary quality control and nitrites.

Accomplishment 3: Participate in intergovernmental groups. Examples are the Interagency Regulatory Liaison Group and the interagency working group on food labeling.

3. To communicate information relating to Agency goals, objectives and activities to the Agency and Departmental employees.

Accomplishment 1: Prepare the "FSQS Weekly Report on Congressional Activity" listing significant contacts with Congress and providing information about legislative and governmental actions relating to FSQS activities. This report has a weekly distribution of 60 copies.

Accomplishment 2: Prepare daily summaries of the Federal Register and Congressional Record listing information relating to FSQS programs and employees. These summaries have a daily distribution of 50 copies each.

Accomplishment 3: Prepare the daily "NewsWatch" -- a collection of press clips of interest to FSQS personnel, that has a daily distribution of 40 copies.

Accomplishment 4: Prepare, get clearance, and distribute the "Drum" -- a periodic memorandum from MPI headquarters to Regional Directors.

4. To provide support services to officials within the Department, Agency and Programs:

Accomplishment 1: Prepare, clear and coordinate proposed legislation. An example is the FSQS 1979 legislative package providing for authorities relating to residue quarantine, animal identification, civil penalties, withdrawal of inspection, and bribery.

Accomplishment 2: Prepare, clear and coordinate legislative reports of Agency views on legislation proposed by other agencies or Congress. Approximately 30 reports a year are issued.

Accomplishment 3: Prepare briefing books relating to major FSQS initiatives, internal activities, Congressional hearings, and other meetings. An example is the briefing books prepared for Congressional hearings on PCB's.

Accomplishment 4: Facilitate advance speaking engagements and official trips for Assistant Secretary or Deputy, and Administrator or Associate, including recommending, planning and coordinating trip itineraries and personal arrangements.

Accomplishment 5: At the direction of the Department and Agency, prepare background materials for use on official trips by key White House, Department and Agency personnel. Examples are the briefings prepared for the Secretary's trips.

Accomplishment 6: Plan, produce, and coordinate charts, graphics, motion pictures, slide shows, and photos relating to major FSQS initiatives, internal activities, Congressional hearings, and other meetings. An example is the slide show for the FSQS budget presentation to the Secretary.

Accomplishment 7: Prepare, edit, and clear reports, speeches, manuscripts for publication, and other documents. Examples are the Administrator's speech for the Food and Drug Law Institute, and the MPI Report to Congress.

TABLE 46. - INFORMATION AND LEGISLATIVE AFFAIRS
PROGRAM AREA: RESOURCES PLANNED FOR FY 1980

Program Activity	FY 1980 Resources			
	Person Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Information and Legislative Affairs	51	100	2,052	100
Total Program Area	51	100	2,052	100

1/ Includes \$276,000 requested above the \$1,776,000 budgeted.

TABLE 47 - FY 1980 PROPOSED PROGRAM GOALS/OBJECTIVES AND ACCOMPLISHMENTS:
INFORMATION AND LEGISLATIVE AFFAIRS

Goals/Objectives and Accomplishments 1/	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1 - Communicate information on FSQS to the public			
Accomplishment 1: Develop about 100 press releases, feature articles and contributions for other publications to explain FSQS decisions and activities	IV	3.5	97
Accomplishment 2: Develop publications on FSQS programs and issues for direct use by the public	IV	9.7	320
Accomplishment 3: Develop six sets of FSQS media materials for announcements on 6,000 radio and 700 TV stations	IV	5.3	450
Accomplishment 4: Respond to about 1,000 inquiries for information from the public	IV	4.7	98
Accomplishment 5: Plan and conduct press conferences and briefings	IV	1.6	34
Accomplishment 6: Develop and conduct consumer education efforts	IV	2.9	134
Accomplishment 7: Display FSQS consumer education exhibits and distribute about 1 million FSQS publications at about 14 conferences and meetings	IV	.6	26

TABLE 47 - FY 1980 PROPOSED PROGRAM GOALS/OBJECTIVES AND ACCOMPLISHMENTS:
INFORMATION AND LEGISLATIVE AFFAIRS - Continued

Goals/Objectives and Accomplishments 1/	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 2 - Communicate information on FSQS to Congress and other governmental agencies			
Accomplishment 1: Respond to about 800 Congressional letters, and 2,000 phone calls and personal inquiries	IV	4.8	119
Accomplishment 2: Plan and conduct briefings and meetings relating to FSQS programs	IV	2.5	74
Accomplishment 3: Participate in inter-governmental group activities	IV	.6	15
Objective 3 - Communicate information on FSQS to the Agency and Departmental employees			
Accomplishment 1: Distribution of 60 copies each of "FSQS Weekly Report on Congressional Activity"	IV	.4	10
Accomplishment 2: Distribution of 50 copies each of "Daily Summaries of the Federal Register and Congressional Record"	IV	.4	10
Accomplishment 3: Distribution of 40 copies each of the daily preparation of "News Watch"	IV	1.2	38
Accomplishment 4: Develop the MPI memorandum - "The Drum" - and distribute copies to Regional Directors	IV	1.2	35

TABLE 47 - FY 1980 PROPOSED PROGRAM GOALS/OBJECTIVES AND ACCOMPLISHMENTS:
INFORMATION AND LEGISLATIVE AFFAIRS - Continued

Goals/Objectives and Accomplishments <u>1/</u>	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 4 - Provide support services to the Department, Agency, and Programs			
Accomplishment 1: Prepare and coordinate proposed FSQS legislation	Ongoing	.8	19
Accomplishment 2: Prepare and coordinate about 30 reports of Agency views on legislation proposed by other agencies or Congress	IV	1.4	33
Accomplishment 3: Prepare FSQS briefing books	Ongoing	2.4	108
Accomplishment 4: Handle advance speaking engagements and official trips for key personnel	Ongoing	3.0	143
Accomplishment 5: Prepare background materials for use on official trips by key personnel	Ongoing	1.7	133
Accomplishment 6: Develop visual materials for FSQS initiatives, internal activities, Congressional hearings, and other meetings	Ongoing	.8	67
Accomplishment 7: Prepare and coordinate clearance of speeches and publications	Ongoing		
TOTAL		51.0	2,052

1/ No actions are suggested for policy issues, legislation or public participation.

SECTION X
POLICY STUDIES AND PUBLIC PARTICIPATION

FY 1980 PROGRAM AREA PLAN FOR THE POLICY STUDIES
AND PUBLIC PARTICIPATION STAFF

PROGRAM LEADER: John W. McCutcheon

PROGRAM ABSTRACT:

The Policy Studies and Public Participation Staff (PSPP) has two broad program activities, namely policy studies and public participation. The overall purpose of this staff is to aid the Administrator in developing new policy options for FSQS programs and to ensure that the public has an opportunity to participate in policy development. This Staff in addition to the development of policy studies for FSQS, helps the agency fulfill the requirements of the Executive Order for economic impact statements and the development of public participation plans.

The purpose of the Policy Studies activity is to develop, recommend and advise the Administrator on policy options relating to overall FSQS programs. This requires the staff to undertake necessary special studies and to aid the other program areas in the development of impact analyses of regulations. These regulatory analyses will provide decision makers with a basis for making initial as well as final decisions. They will also provide an analysis of the economic consequences of alternative decisions and as well as information on the impact of FSQS program operations.

The purpose of the Public Participation activity is to develop plans for obtaining public participation in the rulemaking process in the formulation of policies. This activity includes pre-proposal analysis; comment on proposed rules, pending legislation, proposed reorganizations and other pending policy decisions; and comments and complaints in the post rulemaking evaluation, and on the needs for review of past regulations.

PROGRAM GOALS:

1. To facilitate development of FSQS impact statements to implement the Executive Order 12044 in policy development.
2. To provide improved consultation capability for the Program areas.
3. To develop and monitor an integrated planning system for FSQS.
4. To facilitate public participation development by the Agency.
5. To implement Executive Order on Consumer Representation.

TABLE 43. - POLICY STUDIES AND PUBLIC PARTICIPATION
PROGRAM AREA: RESOURCES PLANNED FOR FY 1980

Program Activity 1/	FY 1980 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Policy Studies	7	64	544	78
Public Participation	4	36	156	22
Total Program Area	11	100	700	100

FY 1980 PROGRAM ACTIVITY PLAN FOR POLICY STUDIES

ACTIVITY LEADER: Loren Lange

ACTIVITY ABSTRACT:

The Policy Studies Staff aids the Administrator in developing and analyzing new policy options in order to develop future directions for FSQS programs. Further, the staff maintains a system for evaluating the impact of each new regulation or change in existing regulations. This system is to provide assurance that the necessary regulatory control is maintained, but also that the impact on the regulated industry is not any greater than necessary.

All regulatory agencies must determine that each proposed change in a regulation is reasonable and that the benefits to society justify the cost to the taxpayers and to the private sector. This requirement was established when the President issued Executive Order 12044. In order to meet the requirement in this Order, the Policy Studies Staff aids the program areas in the development of impact statements, where necessary, and reviews all such statements for the Administrator.

In addition to the special studies effort and the operation of the impact statement preparation process, this staff is responsible for developing a long-range planning system for FSQS. When new policy directions for the agency are undertaken, it is necessary that the detailed initial plans for these efforts be undertaken. The long-range planning effort permits agency management to assess current trends within the industry and in the consumption patterns of consumers so that policies can be developed and implemented to meet changing conditions in the industry regulated by FSQS.

ACTIVITY OBJECTIVES:

1. Develop a long-range planning system.
2. Contract for support on a task order agreement that can be used for multiple analytical activities.
3. Facilitate development of impact statements (IS).

Accomplishment 1: Develop a system for the preparation of IS.

Accomplishment 2: Prepare ten impact statements on new net weight regulations, label revision regulations as a follow-up to the three-agency-label-review policy document, and on a quality control approach to inspection.

Accomplishment 3: Determine data needs for impact statements.

4. Provide survey support to the grading task force in the Commodity Services Program.

TABLE 44. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS: POLICY STUDIES

Objectives and Accomplishments	Quarter Completed	Resources Planned		Suggested Action		
		Person-Years	Dollars (000)	Policy Issues	Legislation	Public Part.
Objective 1 - Long Range Planning	II	1.0	25	X <u>1</u>	X <u>2</u>	
Objective 2 - Contract	III	0.5	313			
Objective 3 - Data Needs	IV	3.5	56	X <u>3</u>		
Accomplishment 1 - Develop system	II					
Accomplishment 2 - Prepare 10 statements	IV					
Accomplishment 3 - Determine data needs	IV					
Objective 4 - Grading Survey	III	<u>2.0</u>	<u>150</u>	X <u>4</u>	X <u>4</u>	X <u>4</u>
TOTAL		7.0	544			

- 1/ Topics for Policy Issues and future legislation will result from the planning exercise and cannot be specified in advance.
- 2/ Assumes hiring of additional staff early in the year to obtain this accomplishment.
- 3/ Data needs study will probably identify some changes in FSQS operations to aid in the collection of information for future impact studies.
- 4/ Grading survey will result in policy changes in FSQS grading system. Some of these changes may require new legislation. The entire survey process is to aid in a public hearing following a notice of intent to regulate.

FY 1980 PROGRAM ACTIVITY PLAN FOR PUBLIC PARTICIPATION

ACTIVITY LEADER: Penny Gentilly

ACTIVITY ABSTRACT:

The purpose of the Public Participation Staff is to help implement Executive Order 12044 by facilitating the participation of a wide range of citizen groups in agency decision-making. The office is responsible for the development of comprehensive public participation plans for all significant regulations. This responsibility is carried out by: designing procedures for developing public participation plans; advising program area staffs on how to provide participation opportunities for groups affected by agency actions; actively soliciting input from key groups which have been under-represented in the past (e.g., senior citizens, small business, ethnic groups and grassroots consumers); and training the public in participation in the decision-making process.

Specifically, public participation plans include the following information:

1. Description of Proposed Action.
2. Purpose of Action.
3. Identification of Groups affected both directly and indirectly by Proposed Action.
4. Detailed Description of Pre-notification and Notification Activities (this includes meetings, publication of notices of intent, press releases, fact sheets, mailings, public hearings, and other communication mechanisms used to solicit comment from targeted groups.)

The Public Participation Staff is also responsible for implementing Executive Order 12160 to improve consumer participation in the development of agency rules. This responsibility involves designing methods for increasing consumer awareness about agency actions, actively soliciting consumer participation, and developing a system for handling consumer complaints to make sure that they are incorporated into decision-making. The Public Participation Staff works closely with the Information Staff to ensure that consumers are informed and educated about all agency actions and programs.

ACTIVITY OBJECTIVES:

1. Develop a public participation program for FSQS.

Accomplishment 1: Design a process for the development of agency-wide public participation plans for all significant actions.

Accomplishment 2: Provide advice to program staff in the development of public participation plans.

Accomplishment 3: Assist in implementing public participation plans for important agency actions by: soliciting participation from key groups, organizing formal and informal meetings, coordinating mailings, and planning hearings. Important actions for FY 1980 include net weight, mechanically deboned poultry, food labeling, quality control and grading.

Accomplishment 4: Improve public awareness about agency activities and how to participate, by attending conferences of various types and developing a training program.

2. Develop and encourage consumer participation in agency policy development.

Accomplishment 1: Develop and implement a planning process for increasing consumer participation in agency decision-making.

Accomplishment 2: Develop a system for handling consumer complaints.

Accomplishment 3: Work with Information Staff to improve consumer education about agency activities and programs.

TABLE 45. - FY 1980 PROPOSED PROGRAM ACTIVITY OBJECTIVES AND ACCOMPLISHMENTS:
PUBLIC PARTICIPATION

Objectives and Accomplishments <u>1/</u>	Quarter Completed	Resources Planned	
		Person-Years	Dollars (000)
Objective 1 - Public Participation			
Accomplishment 1 - Planning Process	I	0.2	6
Accomplishment 2 - Consulting Aid	Ongoing	0.9	32
Accomplishment 3 - Plan Implementation	Ongoing	0.7	25
Accomplishment 4 - Public Education	Ongoing	1.2	38
Objective 2 - Consumer Participation			
Accomplishment 1 - Planning Process	II	0.2	6
Accomplishment 2 - Consumer Complaints	II	0.2	6
Accomplishment 3 - Consumer Education	Ongoing	0.6	<u>43</u>
TOTAL		4.0	156

1/ No actions are suggested for policy studies or legislation.

SECTION XI
GLOSSARY

GLOSSARY OF ACRONYMS

ADP	Automatic Data Processing
AQL	Acceptance Quality Level
ASD	Administrative Services Division
A/SLMR	Assistant Secretary for Labor Management Relations
ASTM	American Society for Testing and Materials
CS	Commodity Services
CSRA	Civil Services Reform Act
CuSum	Cumulative Sum Sampling Plan
DOD	Department of Defense
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
ELISA	Enzyme Linked Immunosorbent Assay
FDA	Food and Drug Administration
FLRA	Federal Labor Relations Authority
FLRC	Federal Labor Relations Council
FLSA	Fair Labor Standards Act
FMCS	Food Safety and Quality Service Management Communications System
FOIA	Freedom of Information Act
FQAD	Food Quality Assurance Division
FSIP	Federal Service Impasses Panel
FSL	Field Service Laboratories
FSQS	Food Safety and Quality Service
FTC	Federal Trade Commission
FVQD	Fruit and Vegetable Quality Division
FWPM	Federal Women's Program Managers
FY	Fiscal Year
GAO	Government Accounting Office
GC/MS	Gas Chromatography/Mass Spectrometry
GPO	Government Printing Office
GS	General Schedule
GSA	General Services Administration
HEPM	Hispanic Employment Program Managers
IS	Impact Statement
LMAR	Labor Management Relations
MDI	Microbiology Division Laboratories
MPI-FO	Meat and Poultry Inspection - Field Operations
MPIP	Meat and Poultry Inspection Program
MPI-TS	Meat and Poultry Inspection - Technical Services
MQD	Meat Quality Division
MSRL	Meat Science Research Laboratory
NACI	National Agency Security Check Inquiry
NADA	New Animal Drug Application
NASDA	National Association of State Departments of Agriculture

NFC	National Finance Center
NGP	Negotiated Grievance Procedure
OCC	Office of General Counsel
OIG	Office Inspector General
OLMR	Office of Labor Management Relations
OMB	Office of Management and Budget
OPM	Office of Personnel Management
PA	Privacy Act
PCP	Planned Compliance Program
PDQD	Poultry and Dairy Quality Division
PFF	Protein Fat Free
PFT	Personnel Full Time
PMAR	Personnel Management Assistance Review
QA	Quality Assurance
QC	Quality Control
RES	Residue Evaluation and Surveillance
RFP	Request for Proposal
SEA	Science and Education Administration
STOP	Swab Test On Premises
TQC	Total Quality Control
ULP	Unfair Labor Practice
USC	United States Code
USDA	United States Department of Agriculture
WGI	Within-Grade Increase
ZBB	Zero Base Budget

